

# Toronto 2018 BUDGET



## OPERATING BUDGET NOTES



## Toronto Building

### 2018 OPERATING BUDGET OVERVIEW

Toronto Building helps to make the buildings where we live, work, learn and play safe. The Program reviews permit applications, issues permits, and conducts inspections in accordance with Ontario's Building Code, City of Toronto zoning by-laws and other applicable legislation. Toronto Building also performs preliminary zoning reviews as part of the City's development approval process, and provides the public with zoning and building code information, and technical advice to City Council, Committees, Programs, and Agencies.

### 2018 Budget Summary

The total cost to deliver these services to Toronto residents is \$56.346 million gross and (\$10.694) million net as shown below:

(in \$000's)	2017 Budget	2018 Preliminary Budget	Change	
			\$	%
Gross Expenditures	56,097.6	56,346.1	248.4	0.4%
Revenues	66,791.4	67,039.8	248.4	0.4%
<b>Net Expenditures</b>	<b>(10,693.7)</b>	<b>(10,693.7)</b>	<b>0.0</b>	<b>(0.0%)</b>

Based on a review of future year requirements and obligations, reduced requirement for fleet vehicle acquisitions, and line by line review of discretionary expenditure costs, the Program is able to achieve the budget target of a 0% net budget increase and maintain the same service levels for 2018.

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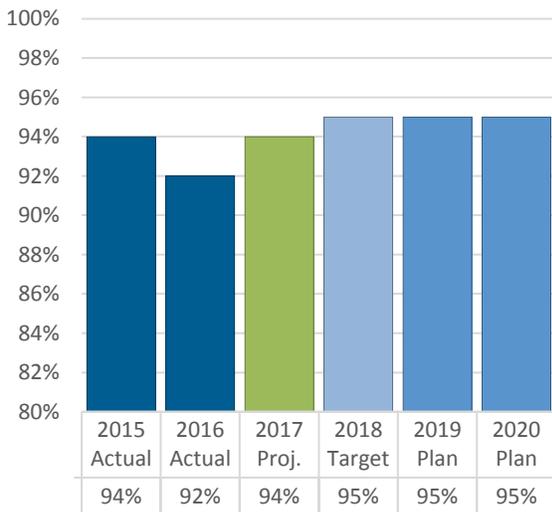
**FAST FACTS**

- Launched 2017-2021 Toronto Building Service Plan to guide and support divisional decision making and strategy.
- Implemented the Residential Infill Construction Strategy progressing with all action items well underway

**TRENDS**

- From 2015 to 2017, complete building permit applications (all building types) were processed within legislated time frames 92% - 94% of the time.
- Toronto Building has sustained a high level of permit application intake driven by higher than anticipated construction activity.
- The volume of permit application intake, as well as staff vacancies, can impact the delivery of services.
- With the Program actively filling vacant positions, it is anticipated that in 2018, Toronto Building will meet service levels.

**% of Building Permit (complete) applications reviewed within the legislated time frames**



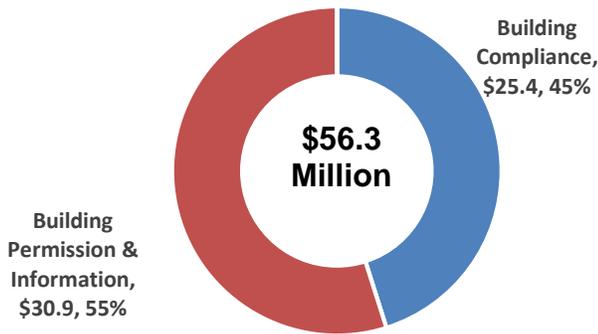
**KEY SERVICE DELIVERABLES FOR 2018**

Toronto Building will ensure that the construction, renovation and demolition of buildings achieves the health, safety, accessibility, conservation and environmental provisions of the Building Code Act and other applicable law.

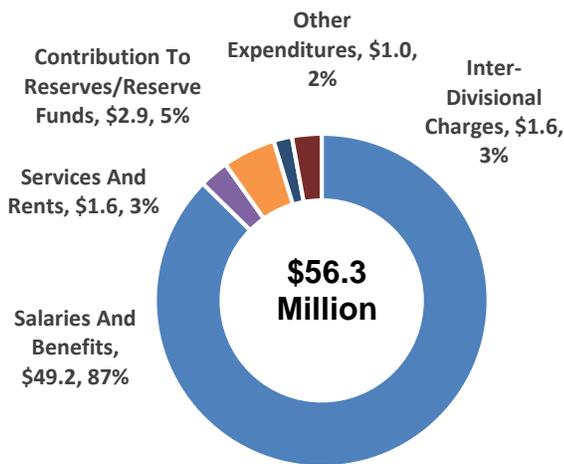
The 2018 Preliminary Operating Budget will enable the Program to:

- Invest in a knowledgeable and engaged workforce
  - ✓ Implement formal on-the-job training and mentoring program
  - ✓ Implement employee leadership development program
  - ✓ Implement new Internship Program
- Advance strategic initiatives and fiscal responsibility
  - ✓ Continue comprehensive fiscal review of full cost-recovery model
  - ✓ Prepare for new edition of Building Code, expected in 2018
  - ✓ Prepare for Excellence Toronto Silver Assessment
- Drive service quality, efficiency, and innovation
  - ✓ Develop I&T roadmap and capital plan
  - ✓ Pilot quality assurance unit in Inspection Services
  - ✓ Develop new policy and procedure management process
- Pursue a seamless customer service experience
  - ✓ Implement web portal and digital first service strategy
  - ✓ Implement enhancements to complaint monitoring and management system
  - ✓ Refresh Code of Conduct for Building Officials and develop training.

**Where the money goes:**  
**2018 Budget by Service**

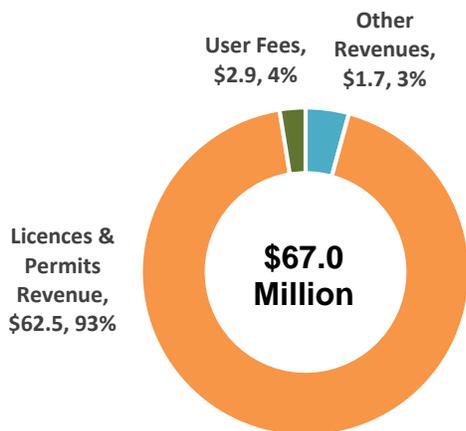


**2018 Budget by Expenditure Category**



**Where the money comes from:**

**2018 Budget by Funding Source**



**OUR KEY ISSUES & PRIORITY ACTIONS**

- **Toronto Building's Long-Term Fiscal Strategy**, given the financial framework and requirement to maintain 100% cost-recovery, Toronto Building has had a long-term fiscal strategy dating back to 2005 that includes re-evaluating Building permit fees based on the projected outlook.
  - ✓ Work is underway on full costing model review with Accounting Services, Financial Planning and key stakeholder divisions (311, Legal, I&T) with any adjustments to be submitted for the 2019 Budget process.

**2018 OPERATING BUDGET HIGHLIGHTS**

The 2018 Preliminary Operating Budget for Toronto Building is \$56.346 million gross and (\$10.693) million net representing a 0% to the 2017 Approved Operating Budget. The Budget is line with the Council directed target of a 0% increase.

- This was achieved mainly through the contribution reduction of \$0.675 million to offset base budget pressures.
- The Toronto Building Program's staff complement will remain flat year over year at 468.0 positions.
- The 2018 Preliminary Operating Budget provides funding to annually:
  - ✓ Review of over 50,000 building permits.
  - ✓ Complete 170,000 building inspections.
  - ✓ Complete over 5,000 annual Building Investigations.

## Actions for Consideration

Approval of the 2018 Preliminary Budget as presented in these notes requires that:

1. City Council approve the 2018 Preliminary Operating Budget for Toronto Building of \$56.346 million gross, and (\$10.693) million net for the following services:

<u>Service</u>	<u>Gross (\$000s)</u>	<u>Net (\$000s)</u>
Building Compliance	25,430.1	(5,012.7)
Building Permission & Information	<u>30,916.0</u>	<u>(5,681.0)</u>
Total Program Budget	<u><u>56,346.1</u></u>	<u><u>(10,693.7)</u></u>

2. City Council approve the 2018 service levels for Toronto Building as outlined on pages 14 and 18 of this report and associated staff complement of 468.0 positions, all of which are operating service delivery positions.



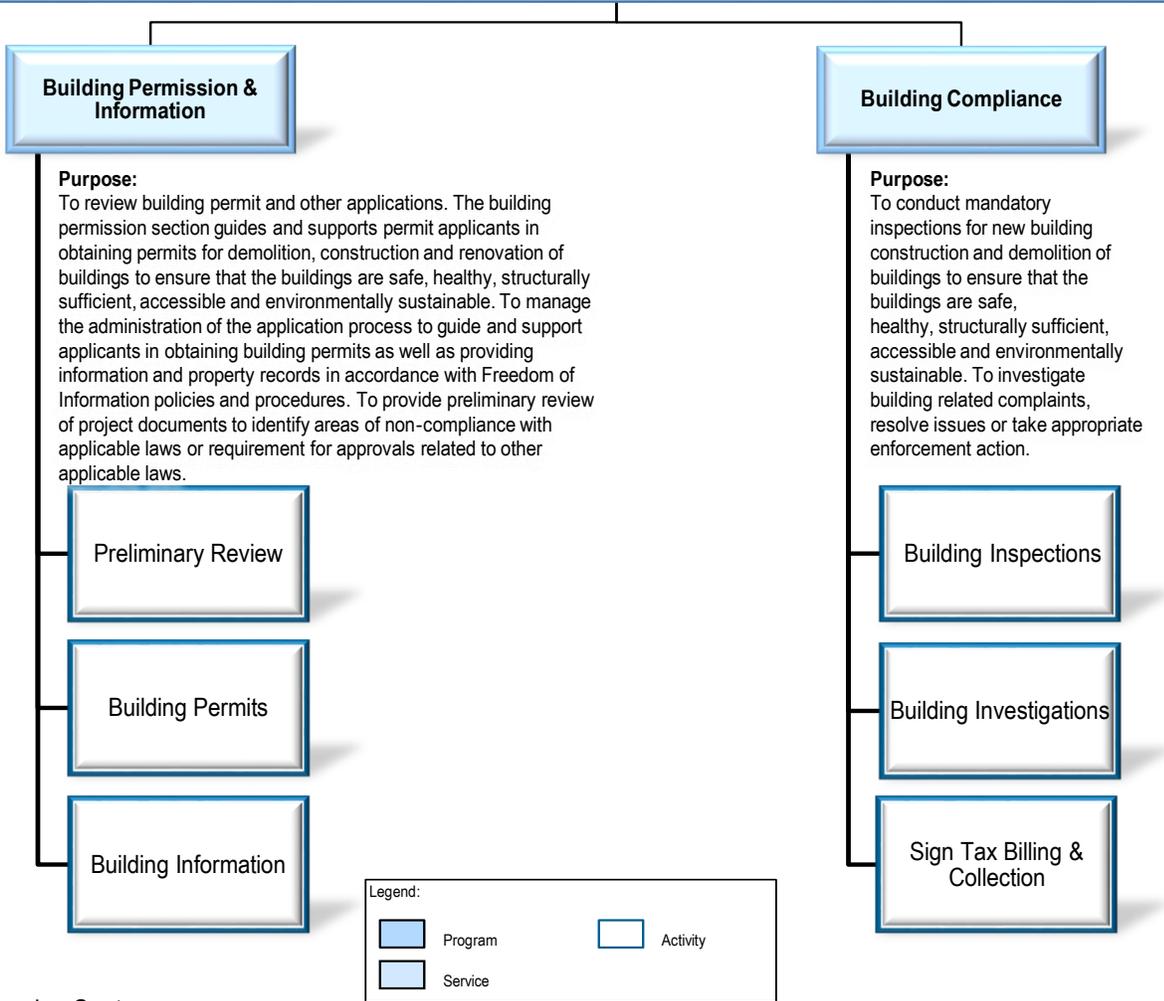
# Part 1

## 2018 - 2020 Service Overview and Plan

### Program Map

**Toronto Building**

To enhance the quality of life in the City of Toronto for all residents, businesses and visitors, through superior services delivered with professionalism, honesty and integrity while enhancing and beautifying communities where people live, work, learn, and play. As stewards of Toronto's build environment, we will ensure the construction, renovation and demolition of buildings achieves the health, safety, accessibility, conservation and environmental provisions of the Building Code Act and other applicable law. We champion the understanding and application of Building regulations supporting innovation and creation of safe building standards and requirements. We provide excellence in City services through innovative leadership, responding to all members of the public, the development community, other City Divisions, Agencies, Boards and the Council of the City of Toronto.



**Service Customer**

**Building Permission & Information**

- Agent
- Applicant
- Architect / Firm
- Builder and Organization
- Building User Or Occupant
- Business
- Staff - City Divisions
- Complainant
- Contractor
- Contravener
- Mayor & City Council
- Designer Firm / Professional
- Developer
- Engineer
- Consultant
- Lawyer
- Licensee
- Operator
- Owner's Agent
- Police
- Property Owner
- Ratepayers
- Sign Owner
- Surveyor
- Tenant
- Indirect (Beneficiary)
  - Adjacent Property Owners
  - Residents

**Building Compliance**

- Property Owner / Occupant
- Sign Owner
- Agent / Contractor
- Design Professional
- Developer
- Staff - City Divisions
- Indirect (Beneficiary)
  - Residents
  - Council / Mayor
  - Adjacent Property Owners

Table 1

## 2018 Preliminary Operating Budget by Service

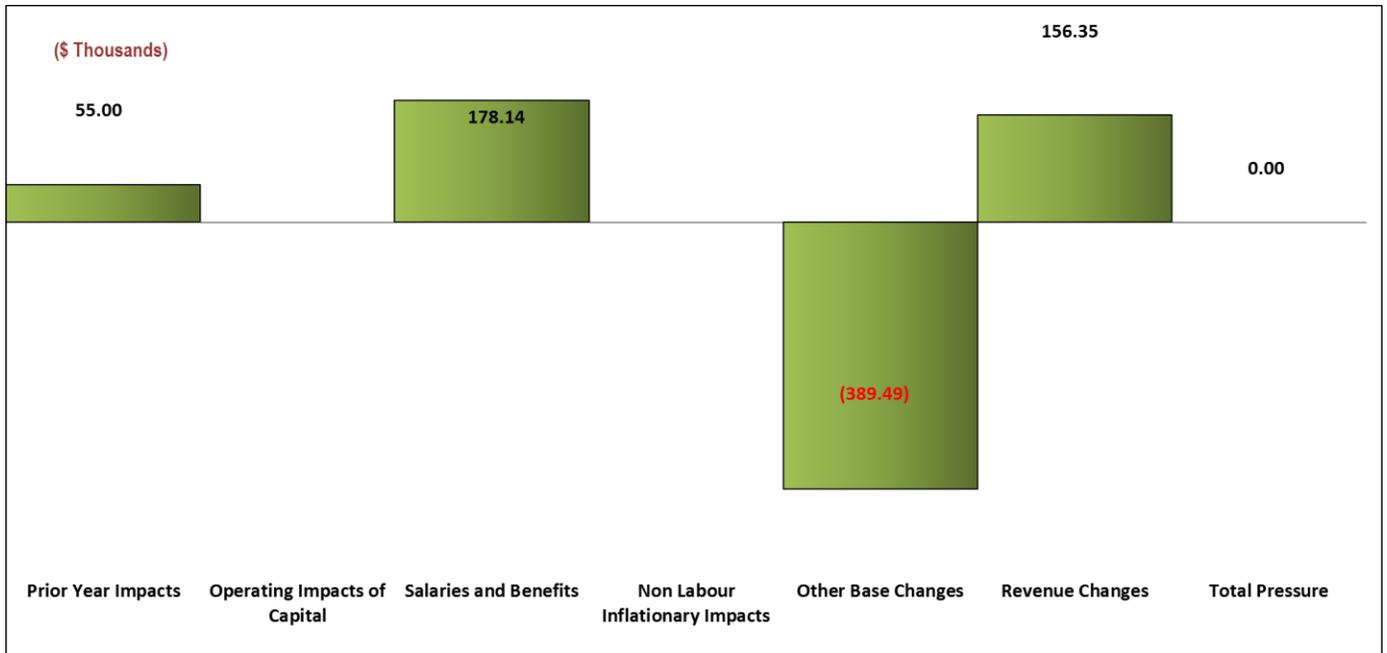
(In \$000s)	2017		2018 Preliminary Operating Budget			2018		Incremental Change			
	Budget	Projected Actual	Base	New/Enhanced	Total Budget	Preliminary vs. 2017 Budget		2019 Plan		2020 Plan	
By Service	\$	\$	\$	\$	\$	\$	%	\$	%	\$	%
<b>Building Compliance</b>											
Gross Expenditures	25,130.6	22,644.4	25,214.5	215.6	25,430.1	299.5	1.2%	536.1	2.1%	234.3	0.9%
Revenue	30,219.2	33,510.5	30,227.2	215.6	30,442.8	223.6	0.7%	44.6	0.1%	24.3	0.1%
<b>Net Expenditures</b>	<b>(5,088.6)</b>	<b>(10,866.1)</b>	<b>(5,012.7)</b>	<b>0.0</b>	<b>(5,012.7)</b>	<b>75.9</b>	<b>(1.5%)</b>	<b>491.5</b>	<b>(9.8%)</b>	<b>210.0</b>	<b>(4.6%)</b>
<b>Building Permission &amp; Information</b>											
Gross Expenditures	30,967.1	29,739.9	30,671.8	244.1	30,916.0	(51.1)	(0.2%)	709.8	2.3%	441.6	1.4%
Revenue	36,572.2	42,061.3	36,352.8	244.1	36,597.0	24.8	0.1%	1,201.3	3.3%	651.6	1.7%
<b>Net Expenditures</b>	<b>(5,605.1)</b>	<b>(12,321.4)</b>	<b>(5,681.0)</b>	<b>(0.0)</b>	<b>(5,681.0)</b>	<b>(75.9)</b>	<b>1.4%</b>	<b>(491.5)</b>	<b>8.7%</b>	<b>(210.0)</b>	<b>3.4%</b>
<b>Total</b>											
Gross Expenditures	56,097.6	52,384.3	55,886.3	459.8	56,346.1	248.4	0.4%	1,245.9	2.2%	675.9	1.2%
Revenue	66,791.4	75,571.8	66,580.0	459.8	67,039.8	248.4	0.4%	1,245.9	1.9%	675.9	1.0%
<b>Total Net Expenditures</b>	<b>(10,693.7)</b>	<b>(23,187.5)</b>	<b>(10,693.7)</b>	<b>0.0</b>	<b>(10,693.7)</b>	<b>0.0</b>	<b>(0.0%)</b>	<b>(0.0)</b>	<b>0.0%</b>	<b>0.0</b>	<b>(0.0%)</b>
<b>Approved Positions</b>	<b>468.0</b>		<b>468.0</b>	<b>0.0</b>	<b>468.0</b>	<b>(0.0)</b>	<b>(0.0%)</b>	<b>0.0</b>		<b>0.0</b>	

The Toronto Building's 2018 Preliminary Operating Budget is \$56.346 million gross and (\$10.694) million in net revenue, representing a 0% net increase over the 2017 Approved Net Operating Budget and is in line with the reduction target of 0% as set out in the 2018 Operating Budget Directions approved by Council. The Program was able to achieve target from a detailed review of future year requirements and obligations that led to a reduction in reserve contribution.

- Base pressures mainly attributable to increases in Salaries & Benefits \$0.178 million and increased I&T IDC charges of \$0.245 million.
- Two new and enhanced services have been included within the 2018 Preliminary Operating Budget. The pressure has been offset
  - Toronto Building Human Resources Strategy - dedicated resources to reduce the number of vacancies
  - Toronto Building Inspection Service Internship Program – establish an internship/co-op program.
- To mitigate the above pressures Toronto Building reduced their contribution to the Building Code Act Service Improvement Reserve Fund of (\$0.582 million) along with a nominal inflationary increase to the Sign Unit fee.
- The 2018 and 2019 Plans reflect increases attributable to COLA, progression pay, step and other payroll gross expenditures of \$1.102 million in 2019 and \$0.671 million in 2020 that are fully offset in both years through inflationary increases to building permit fees.
- Toronto Building's approved staff complement will remain at 468 positions in 2018.

The following graphs summarize the operating budget pressures for Toronto Building and the actions taken to offset/reduce these pressures to meet the budget reduction target.

### Key Cost Drivers



**Table 2  
Key Cost Drivers**

(In \$000s)	2018 Base Operating Budget		Total	
	Building Permission & Information	Building Compliance		
	\$	\$		
<b>Gross Expenditure Changes</b>				
<b>Salaries and Benefits</b>				
Salary & Benefits	(18.7)	196.9	178.1	
<b>Other Base Expenditure Changes</b>				
Adjustment to Contribution to Reserve Fund	89.8	28.0	117.8	
City-Owned Property & Automobile Insurance Deductible	1.0	0.9	1.9	
IDC/IDR Change Information & Technology	50.1	233.1	283.2	
Other Base Expenditure Changes	(3.0)	3.0	0.0	
Reduction to reserve contribution	(414.4)	(377.9)	(792.3)	
<b>Total Gross Expenditure Changes</b>	<b>(295.2)</b>	<b>83.9</b>	<b>(211.3)</b>	
<b>Revenue Changes</b>				
<b>Prior Year Impacts</b>				
Electronic Service Delivery Impact xxxx	(30.4)	(24.6)	(55.0)	
<b>Base Revenue Changes</b>				
Toronto Building - Permit Fee Inflation Increase (Sign Unit)	6.5	9.1	15.5	
Reduction to Reserve Contribution	(58.2)	(151.4)	(209.6)	
IDC/IDR Change Information & Technology	(137.2)	174.9	37.7	
<b>Total Revenue Changes</b>	<b>(219.4)</b>	<b>8.0</b>	<b>(211.3)</b>	
<b>Net Expenditure Changes</b>	<b>(75.9)</b>	<b>75.9</b>	<b>0.0</b>	

Key cost drivers for Toronto Building are shown in the Table 2 above. The following describes major base budget changes for 2018:

### Gross Expenditure Changes

- Salaries and Benefits:
  - Salaries and Benefits, inclusive of Cost of Living Adjustment (COLA), salaries, progression pay, gapping, and benefits, have increased by \$0.178 million over the 2017 Approved Operating Budget.
  - Salary costs have increased by \$0.363 million (COLA, salaries, progression pay, and gapping). These costs have been partially offset by the change in benefits of (\$0.185 million) or -1.8% over 2017, due to lower insurance rates of a new service provider.
  - Electronic Service Delivery (ESD) – The ESD project will be completed by 2017 reducing the contribution from capital in 2018 to fund a Business Analyst support position by \$(0.055) million. The position is still required for ongoing support of the ESD activities.
- Other Base Changes:
  - Toronto Building Reduction to Reserve Contribution - savings of \$0.583 million are achieved by adjustment to base budget reserve contributions, following a review of future year requirements and obligations, reduced requirement for fleet vehicle acquisitions, and line-by-line review of discretionary expenditure costs.
    - As a result of sustained volumes of permit activity since 2010, the Program has contributed annual surpluses of approximately \$8.9 million to the Reserve Fund. These surpluses have allowed the Program to reach the 100% annual direct and indirect cost target sooner than originally planned. The

reduction in the reserve fund contribution will not impact the long-term fiscal sustainability and investments in service improvement.

- The reduced requirement for fleet acquisitions resulted in a (\$0.070 million) reduction.
- Inter-Departmental Costs/Recoveries (IDC/IDR) – increased costs of \$0.246 million are mainly attributed to agreements with Information & Technology (I&T) Division

## Revenue Changes

Base budget changes were fully offset through inflationary increases to permit fees for the Toronto Building Sign Unit resulting in an additional \$0.016 million in revenue for 2018.

In order to achieve the budget target of 0.0% increase, there were no 2018 service changes required for Toronto Building, including base revenue changes and service efficiencies.

**Table 4**  
**2018 Preliminary New & Enhanced Service Priorities**

Description (\$000s)	New and Enhanced				Total			Incremental Change				
	Building Compliance		Building Permission & Information		\$	\$	Position	2019 Plan		2020 Plan		
	Gross	Net	Gross	Net	Gross	Net	#	Net	Pos.	Net	Pos.	
<b>Enhanced Services Priorities</b>												
Staff Initiated:												
<i>Toronto Building HR Strategy Permanent Support</i>	58.5		66.3		124.8							
<i>Toronto Building Inspection Service Internship Program</i>	157.1		177.9		335.0							
<b>Sub-Total Staff Initiated</b>	<b>215.6</b>		<b>244.1</b>		<b>459.8</b>							
<b>Total New / Enhanced Services</b>	<b>215.6</b>		<b>244.1</b>		<b>459.8</b>							

## Enhanced Service Priorities (\$0.460 million gross and \$0 net)

Toronto Building Human Resources Strategy:

- The 2018 Preliminary Operating Budget for Toronto Building is increased by \$0.125 million gross, \$0 net for a dedicated Human Resources (HR) Consultant.
- Dedicated resources will assist filling the large number of vacancies that internal promotions and retirements have created. Toronto Building's budgeted gapping is 2.9%. After gapping, the operational vacancy is 7.0%.
- In addition to assisting with staffing competitions, the HR Consultant will support the implementation of Toronto Building's Staffing Action Plan to improve the internal staffing processes. A dedicated HR Consultant will have the ability to review and revise job descriptions, interview questions, and test questions, undertake strategic outreach, implement an internship program, and continue to promote inclusive hiring practices.
- Toronto Building is holding an increased number of competitions to recruit for each position. In the last two years, a majority of competitions have resulted in internal promotions, which creates a new vacancy. As a result, Toronto Building is running more competitions to fill vacancies.

Toronto Building Inspection Service Internship Program:

- The 2018 Preliminary Operating Budget for Toronto Building increased by \$0.335 million gross, \$0 net, to support the internship program.
- Toronto Building is establishing a formal internship program and co-op placements for students studying architectural technology, building science, construction management, and engineering programs for students who attend post-secondary education in the Greater Toronto Area (GTA).
- The following actions are required to implement:
  - Identify and develop partnership agreements with universities and colleges;
  - Train managers on program goals and objectives;

- Recruit participants for the program; and
- Evaluate results of the program.
- The proposed change will not require additional FTEs.

Approval of the 2018 Preliminary Operating Budget for Toronto Building will result in a 2019 incremental net cost of \$0 and a 2020 incremental net cost of \$0 to maintain the 2018 service levels, as discussed in the following section.

**Table 5**  
**2019 and 2020 Plan by Program**

Description (\$000s)	2019 - Incremental Increase					2020 - Incremental Increase				
	Gross Expense	Revenue	Net Expense	% Change	Position	Gross Expense	Revenue	Net Expense	% Change	Position
<b>Known Impacts:</b>										
<b>Prior Year Impacts</b>										
Toronto Building HR Strategy	2.6	2.6	-	0.0%		1.6	1.6	-	0.0%	
<b>Salaries and Benefits</b>										
COLA	453.7		453.7	-4.2%		5.9		5.9	-0.1%	
Progression Pay	266.4		266.4	-2.5%		270.3		270.3	-2.5%	
Salaries	170.5		170.5	-1.6%		253.1		253.1	-2.4%	
Benefits	211.8		211.8	-2.0%		141.8		141.8	-1.3%	
<b>Other Base Expenditure Changes</b>										
Inter-Departmental Charges/Recoveries	140.9		140.9	-1.3%		3.3		3.3	0.0%	
<b>Revenue</b>										
Permit Fee Inflation Increase		1,243.4	- 1,243.4	11.6%			674.3	- 674.3	6.3%	
<b>Total Incremental Impact</b>	<b>1,245.9</b>	<b>1,245.9</b>	<b>(0.0)</b>	<b>0.0%</b>	<b>-</b>	<b>675.9</b>	<b>675.9</b>	<b>(0.0)</b>	<b>0.0%</b>	

Future year incremental costs are primarily attributable to the following:

**Known Impacts:**

- Salaries and Benefits – expected to increase by \$1.102 million gross in 2019 and a further \$0.671 million gross in 2020.
- Inter-departmental Charges - will increase mainly due to sustainment costs related to the Electronic Service Delivery Portal, resulting in incremental pressures of \$0.141 million in 2019 and \$0.03 million in 2020.
- All increases in gross expenditures will be fully offset by inflationary increases to permit fees with anticipated incremental revenue of \$1.243 million in 2019 and \$0.674 million in 2020.



## Part 2

### 2018 Preliminary Operating Budget by Service

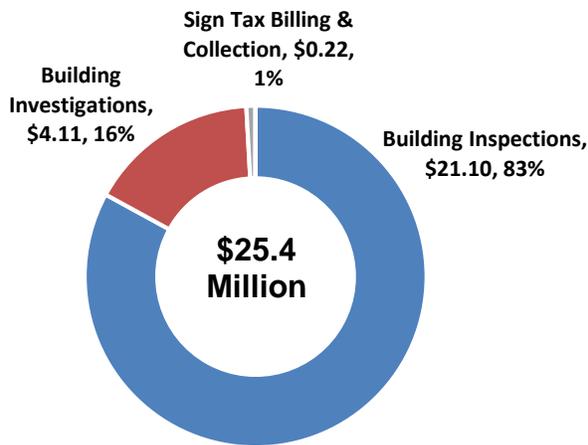
### Building Compliance



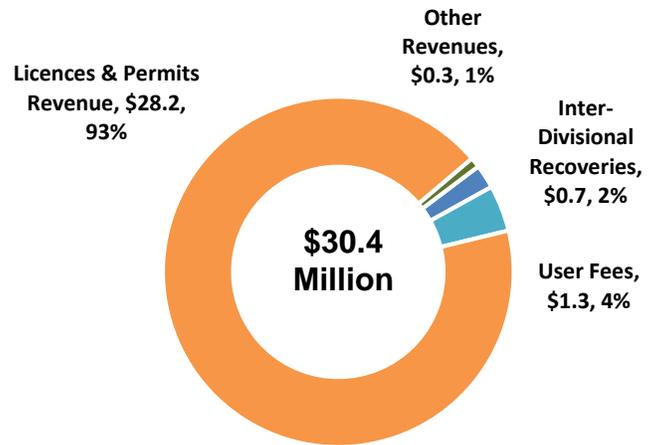
### What We Do

- Conduct mandatory inspections for building construction and demolition of buildings to ensure that the buildings and signs are safe, healthy, structurally sufficient, accessible and environmentally sustainable.
- Investigate building and sign related complaints, resolve issues or take appropriate enforcement action.
- Administer, bill, and collect the Third Party Sign Tax levied on all third-party signs in the City of Toronto.

**2018 Service Budget by Activity (\$Ms)**



**2018 Service by Funding Source (\$Ms)**



## 2018 Service Levels

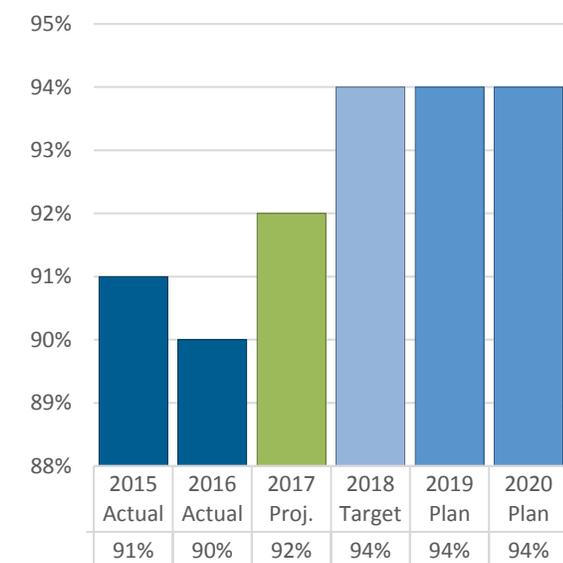
### Building Compliance

Activity	Type	Sub - Type	Service Level Description	Status	2015	2016	2017	2018
Building Inspections	Construction (Mandatory inspections for building permits, includes demolition)		% of building inspections conducted within 48 hours	Approved	94%	94%	94%	94%
				Actual	91%	90%	92%	
	Sign (mandatory inspections for Sign Permits)		% of mandatory sign inspections conducted within 48 hours	Approved	95%	95%	95%	95%
				Actual	98%	98%	98%	
	Sign Investigation Request		% of sign requests responded to within 2 days	Approved	95%	95%	95%	95%
				Actual	98%	97%	97%	
Building Investigations	Emergency / Unsafe	Emergency	% of emergency/unsafe orders issued within 1 day	Approved	95%	95%	95%	95%
				Actual	76%	89%	90%	
	Response to Construction without a Permit	Non-Emergency	% of reports of construction without permits responded to within 2 days	Approved	80%	80%	80%	80%
				Actual	72%	76%	75%	
	Response to a Building Permit Related Request	Complaint	% of building permit complaints responded to within 5 days	Approved	90%	90%	90%	90%
				Actual	80%	88%	89%	

Overall, the 2018 Service Levels are consistent with the approved 2017 Service Levels for Building Compliance.

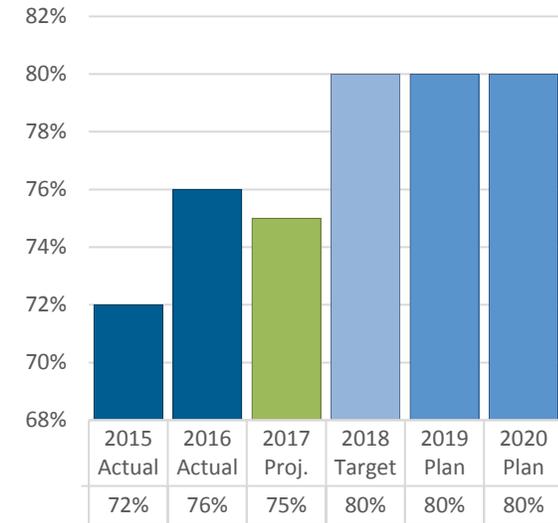
### Service Performance Measures

#### % of mandatory building inspections conducted within legislated time frames



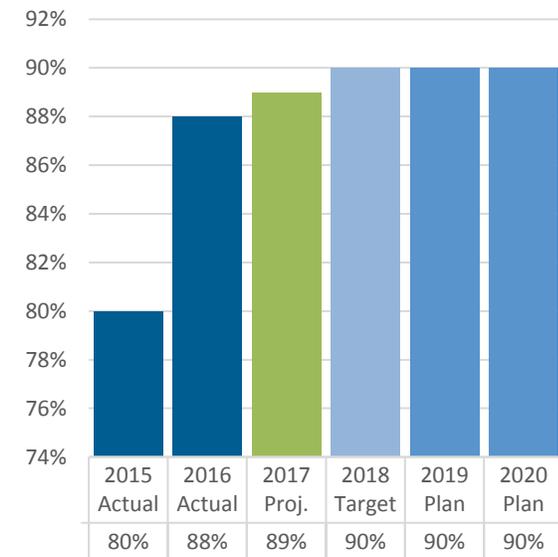
- This measure indicates the percentage of requested mandatory inspections that are completed within 2 business days of receiving the request for inspection.
- It is a requirement of the Ontario Building Code that an inspection be conducted within the prescribed time frames.
- It is projected in 2017 that the Program will achieve a service level of 92%, higher than reported in both 2015 and 2016.
- The Program expects to reach their target of 94% in 2018 and future years.

**% of reports of construction without permit (non emergency) responded to within legislated time frames**



- This measure indicates the percentage of reports of construction within a permit (non-emergency) responded to within 2 business days of receiving the request for inspection.
- Under the Building Code Act, no person is permitted to construct, demolish or alter a building without first obtaining a building permit.
- Where reports of construction or demolition have been received by Toronto Building, an inspector will attend the construction site to determine if a permit is required.
- Based on the expected volume of service requests to investigate, it is projected that the Program will achieve a service level of 80% in 2018 and onwards.

**% of building permit related complaints responded to within service standard**



- This measure indicates the percentage of building related service requests (complaints) responded to within 5 business days of receiving the request.
- The volumes of service requests has remained fairly consistent in 2016 and 2017, at 88% and 89%, respectively.
- It is expected that the service target of 90% will be achieved in 2018 and onwards.

**Table 6**  
**2018 Preliminary Service Budget by Activity**

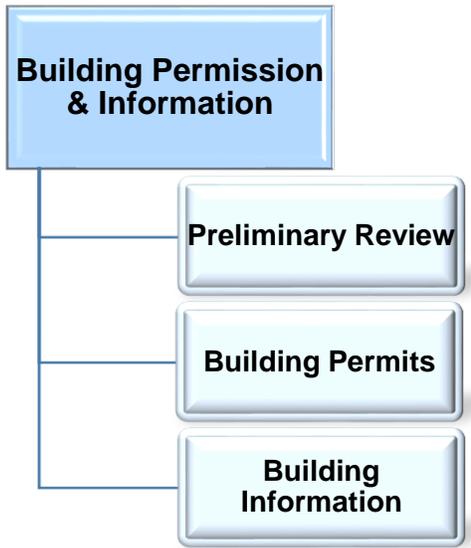
(\$000s)	2017	2018 Preliminary Operating Budget							2018 Prelim Budget vs. 2017 Budget		Incremental Change				
	Approved Budget	Base Budget	Service Changes	Preliminary Base	Prelim. Base Budget vs. 2017 Budget	% Change	New/Enhanced	Preliminary Budget			2019 Plan	2020 Plan			
	\$	\$	\$	\$	\$	%	\$	\$	\$	%	\$	%	\$	%	
<b>GROSS EXP.</b>															
Building Inspections	21,010.8	20,971.2		20,971.2	(39.5)	(0.2%)	128.7	21,100.0	89.2	0.4%	431.9	2.0%	189.8	0.9%	
Building Investigations	3,940.9	4,035.4		4,035.4	94.5	2.4%	73.1	4,108.5	167.6	4.3%	96.9	2.4%	41.5	1.0%	
Sign Tax Billing & Collection	178.9	207.9		207.9	28.9	16.2%	13.8	221.7	42.7	23.9%	7.3	3.3%	3.0	1.3%	
<b>Total Gross Exp.</b>	<b>25,130.6</b>	<b>25,214.5</b>		<b>25,214.5</b>	<b>83.9</b>	<b>0.3%</b>	<b>215.6</b>	<b>25,430.1</b>	<b>299.5</b>	<b>1.2%</b>	<b>536.1</b>	<b>2.1%</b>	<b>234.3</b>	<b>0.9%</b>	
<b>REVENUE</b>															
Building Inspections	24,665.6	24,781.0		24,781.0	115.4	0.5%	128.7	24,909.7	244.2	1.0%	39.0	0.2%	21.2	0.1%	
Building Investigations	4,998.1	4,903.3		4,903.3	(94.8)	(1.9%)	73.1	4,976.4	(21.7)	(0.4%)	5.5	0.1%	3.0	0.1%	
Sign Tax Billing & Collection	555.5	542.9		542.9	(12.7)	(2.3%)	13.8	556.6	1.1	0.2%	0.1	0.0%	0.0	0.0%	
<b>Total Revenues</b>	<b>30,219.2</b>	<b>30,227.2</b>		<b>30,227.2</b>	<b>8.0</b>	<b>0.0%</b>	<b>215.6</b>	<b>30,442.8</b>	<b>223.6</b>	<b>0.7%</b>	<b>44.6</b>	<b>0.1%</b>	<b>24.3</b>	<b>0.1%</b>	
<b>NET EXP.</b>															
Building Inspections	(3,654.8)	(3,809.7)		(3,809.7)	(155.0)	4.2%		(3,809.7)	(155.0)	4.2%	392.9	-10.3%	168.6	(4.9%)	
Building Investigations	(1,057.2)	(868.0)		(868.0)	189.2	(17.9%)		(868.0)	189.2	(17.9%)	91.4	-10.5%	38.5	(5.0%)	
Sign Tax Billing & Collection	(376.6)	(335.0)		(335.0)	41.6	(11.0%)	0.0	(335.0)	41.6	(11.0%)	7.2	-2.2%	2.9	(0.9%)	
<b>Total Net Exp.</b>	<b>(5,088.6)</b>	<b>(5,012.7)</b>		<b>(5,012.7)</b>	<b>75.9</b>	<b>(1.5%)</b>	<b>0.0</b>	<b>(5,012.7)</b>	<b>75.9</b>	<b>(1.5%)</b>	<b>491.5</b>	<b>-9.8%</b>	<b>210.0</b>	<b>(4.9%)</b>	
Approved Positions	208.0	208.0		208.0	(0.0)	(0.0%)		208.0	(0.0)	(0.0%)	0.0%			0.0%	

The **Building Compliance Service** conducts mandatory building inspections, investigates building complaints, resolves issues and takes appropriate enforcement action. It also administers, bills, and collects the Third Party Sign Tax levied on all third-party signs in the City of Toronto.

The **Building Compliance Service's** 2018 Preliminary Operating Budget of \$25.430 million gross and \$5.013 million net revenue is an increase of \$0.076 million, or 1.5% over the 2017 Approved Net Budget.

- This service is experiencing an increase of \$0.197 million in costs for salaries and benefits and an increase of \$0.233 million in costs for inter-departmental charges/recoveries. This is mainly offset by the reduction to reserve contributions of (\$0.227 million).
- The 2018 Preliminary Operating Budget for the **Building Compliance Service** includes \$0.216 million for enhanced services, including dedicated HR resources and a new internship program, which is proportional to other Services in Toronto Building.
- The **Building Compliance Service's** approved complement does not change in 2018 and remains at 208.0.

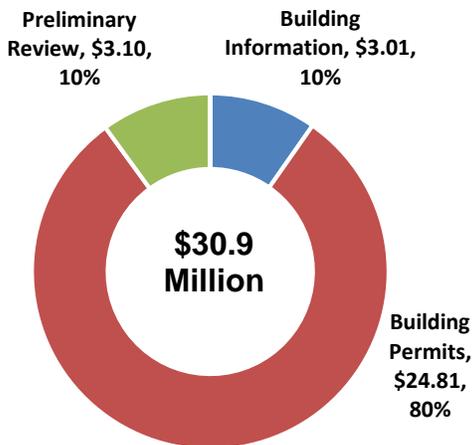
### Building Permission & Information



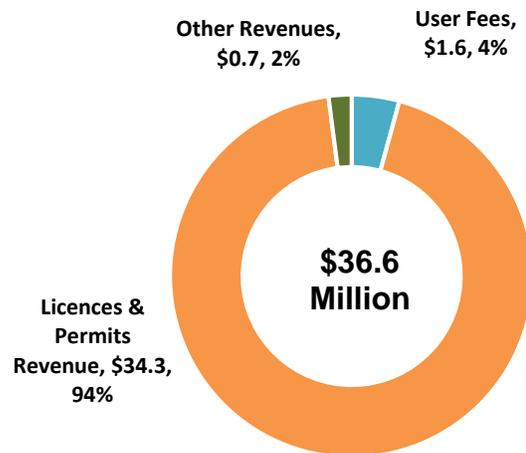
### What We Do

- Review building permits and other applications including Sign By-law variances and amendments.
- Guide and support permit applicants in obtaining permits for demolition, construction and renovation of buildings, and installation of signs to ensure they are safe, healthy, structurally sufficient, accessible and environmentally sustainable.
- Manage the administration of the application process to guide and support applicants in obtaining building and sign permits as well as providing information and property records in accordance with the Freedom of Information policies and procedures.
- Provide preliminary project reviews to identify areas of non-compliance with applicable laws or requirement for approvals related to other applicable laws

**2018 Service Budget by Activity (\$Ms)**



**2018 Service by Funding Source (\$Ms)**



## 2018 Service Levels

### Building Permission & Information

Activity	Type	Sub - Type	Service Level Description	Status	2015	2016	2017	2018
Preliminary Review	Preliminary Project Review	House	% reviewed within 10 days	Approved	65%	65%	65%	65%
				Actual	57%	65%	58%	
		Small Building	% reviewed within 15 days	Approved	65%	65%	65%	65%
				Actual	57%	65%	58%	
		Large Building	% reviewed within 20 days	Approved	65%	65%	65%	65%
				Actual	57%	65%	58%	
		Complex Building	% reviewed within 30 days	Approved	65%	65%	65%	65%
				Actual	57%	65%	58%	
	Zoning Certificate Review	House	% of Zoning Certificates reviewed within 10 days	Approved	55%	55%	58%	60%
				Actual	54%	53%	66%	
		Small Building	% of Zoning Certificates reviewed within 15 days	Approved	55%	55%	58%	60%
				Actual	54%	53%	66%	
Large Building	% of Zoning Certificates reviewed within 20 days	Approved	55%	55%	58%	60%		
		Actual	54%	53%	66%			
Complex Building	% of Zoning Certificates reviewed within 30 days	Approved	55%	55%	58%	60%		
		Actual	54%	53%	66%			
Building Permits	Construction Permit Review (includes demolition) - Complete Applications	House	% of complete applications reviewed within 10 days	Approved	95%	95%	95%	95%
				Actual	94%	92%	94%	
		Small Building	% of complete applications reviewed within 15 days	Approved	95%	95%	95%	95%
				Actual	94%	92%	94%	
		Large Building	% of complete applications reviewed within 20 days	Approved	95%	95%	95%	95%
				Actual	94%	92%	94%	
		Complex Building	% of complete applications reviewed within 30 days	Approved	95%	95%	95%	95%
				Actual	94%	92%	94%	
	Construction Permit Review (includes demolition) - Incomplete Applications	House	% of incomplete applications reviewed within 10 days	Approved	75%	75%	75%	75%
				Actual	71%	76%	78%	
		Small Building	% of incomplete applications reviewed within 15 days	Approved	75%	75%	75%	75%
				Actual	71%	76%	78%	
		Large Building	% of incomplete applications reviewed within 20 days	Approved	75%	75%	75%	75%
				Actual	71%	76%	78%	
		Complex Building	% of incomplete applications reviewed within 30 days	Approved	75%	75%	75%	75%
				Actual	71%	76%	78%	
	Sign Permits	Sign Permit Review	% of sign applications reviewed within 10 days	Approved	80%	94%	94%	94%
				Actual	84%	93%	90%	
		Sign Variances & By-Law Amendments - Drafting Reports for Approval/ Refusal of Sign Variances and By-Law Amendments	Under development	Approved				
				Actual				
		Preliminary Review of Applications for Compliance with Sign By-Law	Under development	Approved				
				Actual				
	Building Permit Review	FASTRACK Program - Complete Application	% of complete applications reviewed within 5 days	Approved	95%	95%	95%	98%
				Actual	98%	99%	99%	
FASTRACK Program - Incomplete Application		% of incomplete applications reviewed within 5 days	Approved	95%	95%	95%	95%	
			Actual	92%	95%	96%		
Building Information	Business License Zoning Review		% of Business License reviews completed within 20 days	Approved	85%	85%	95%	95%
				Actual	91%	94%	90%	
	Compliance Letter Issuance		% of compliance letters issued within 5 days	Approved	98%	98%	98%	98%
				Actual	98%	99%	99%	
	Freedom of Information Request	Routine Disclosure	% routine disclosure of building record requests processed within 30 days	Approved	90%	90%	90%	95%
				Actual	90%	96%	98%	
	Review Liquor License Application		% liquor license application reviews completed within 10 days	Approved	95%	95%	95%	90%
				Actual	87%	97%	65%	

Overall, the 2018 Service Levels are consistent with the approved 2017 Service Levels for Building Permission & Information. Due to successfully meeting their targets in 2017 and prior years, Toronto Building has increased their service level targets for the following (bolded items in the table):

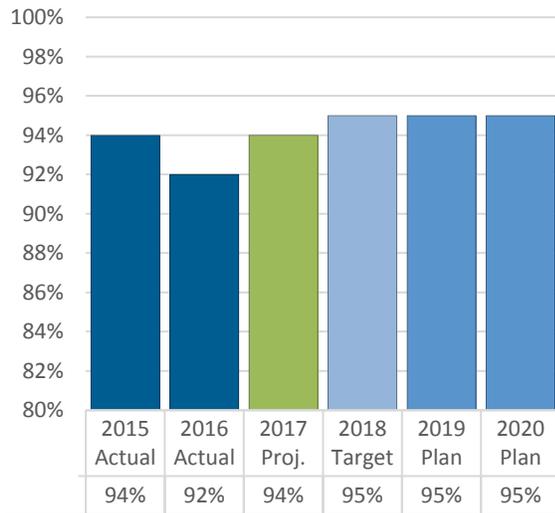
- Zoning Certificate Review (all building types) - reviewed within set timelines from 58% in 2017 to 60% in 2018
- FASTRACK Complete Application Reviews - reviewed within 5 days from 95% in 2017 to 98% in 2018
- Freedom of Information Requests (routine disclosure) – processed within 30 days from 90% in 2017 to 95% in 2018.

Due to the high volume of applications the Program has revised their service level targets for the following:

- Liquor License Applications reviewed within 10 days – from 95% in 2017 to 90% in 2018.

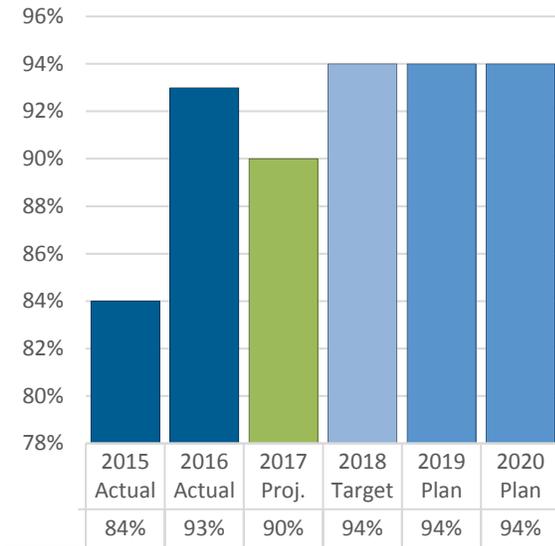
### Service Performance Measures

**% of Building Permit (complete) applications reviewed within the legislated time frames**



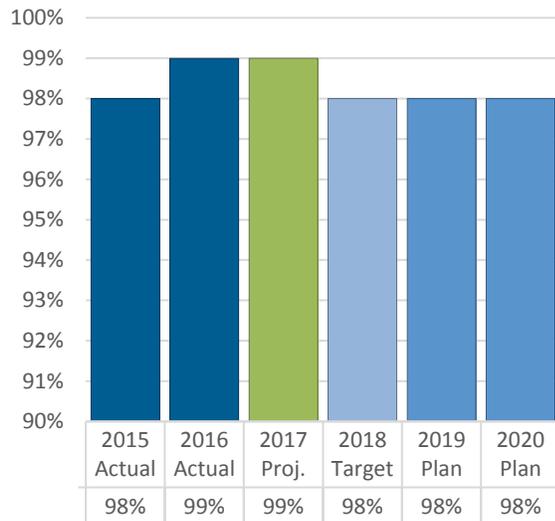
- This measure indicates the percentage of complete building applications, for all types of buildings, which are reviewed for compliance with the Building Code and all applicable law within legislated time frames.
- Time frames vary according to the complexity of the application (i.e. a house takes less time than a more complex building such as a hospital).
- It is anticipated that the time frame to review complete applications for all types of buildings will be achieved 94% of the time in 2017 as a result of the Program's eService initiatives.
- This action will allow the target of 95% to be sustained through 2020.

**% of Sign Permit applications reviewed within legislated time frames**



- This measure indicates the percentage of sign permit applications reviewed within the legislated time frames.
- Building Toronto aims to review sign permits within 10 days.
- The number of sign permit applications fluctuate with market demands. Toronto Building anticipates maintaining the target of 94% in 2018 and future years.

**% of Residential Fast Track (complete) applications reviewed within service standard**



- This measure indicates the percentage of complete residential FASTRACK applications reviewed within the service standard of 5 business days.
- Residential FASTRACK is an enhanced building permit service for certain types of projects in existing houses containing one or two dwelling units.
- As a result of continuously meeting their service level targets Toronto Building has increased their target from 95% to 98% for 2018 and future years.

**Table 6**  
**2018 Preliminary Service Budget by Activity**

(\$000s)	2017	2018 Preliminary Operating Budget							Incremental Change					
	Approved Budget	Base Budget	Service Changes	Preliminary Base	Preliminary Base Budget vs. 2017		New/Enhanced	Preliminary Budget	2018 Preliminary Budget vs. 2017		2019 Plan		2020 Plan	
					Budget	% Change			Budget	%	\$	%	\$	%
	\$	\$	\$	\$	\$	%	\$	\$	\$	%	\$	%	\$	%
<b>GROSS EXP.</b>														
Building Information	3,088.5	2,972.3		2,972.3	(116.2)	(3.8%)	34.9	<b>3,007.2</b>	(81.2)	(2.6%)	66.8	2.2%	35.1	1.1%
Building Permits	24,717.0	24,630.3		24,630.3	(86.7)	(0.4%)	181.2	<b>24,811.4</b>	94.4	0.4%	573.8	2.3%	369.3	1.5%
Preliminary Review	3,161.6	3,069.3		3,069.3	(92.3)	(2.9%)	28.0	<b>3,097.3</b>	(64.3)	(2.0%)	69.2	2.2%	37.2	1.2%
<b>Total Gross Exp.</b>	<b>30,967.1</b>	<b>30,671.8</b>		<b>30,671.8</b>	<b>(295.2)</b>	<b>(1.0%)</b>	<b>244.1</b>	<b>30,916.0</b>	<b>(51.1)</b>	<b>(0.2%)</b>	<b>709.8</b>	<b>2.3%</b>	<b>441.6</b>	<b>1.4%</b>
<b>REVENUE</b>														
Building Information	7,239.7	7,100.5		7,100.5	(139.1)	(1.9%)	34.9	<b>7,135.5</b>	(104.2)	(1.4%)	0.2	0.0%	0.1	0.0%
Building Permits	23,735.5	23,763.5		23,763.5	28.0	0.1%	181.2	<b>23,944.6</b>	209.1	0.9%	1,201.0	5.0%	651.4	2.6%
Preliminary Review	5,597.0	5,488.8		5,488.8	(108.2)	(1.9%)	28.0	<b>5,516.9</b>	(80.1)	(1.4%)	0.2	0.0%	0.1	0.0%
<b>Total Revenues</b>	<b>36,572.2</b>	<b>36,352.8</b>		<b>36,352.8</b>	<b>(219.4)</b>	<b>(0.6%)</b>	<b>244.1</b>	<b>36,597.0</b>	<b>24.8</b>	<b>0.1%</b>	<b>1,201.3</b>	<b>3.3%</b>	<b>651.6</b>	<b>1.7%</b>
<b>NET EXP.</b>														
Building Information	(4,151.2)	(4,128.2)		(4,128.2)	23.0	(0.6%)	0.0	<b>(4,128.2)</b>	23.0	(0.6%)	66.6	-1.6%	35.0	-0.9%
Building Permits	981.4	866.8		866.8	(114.7)	(11.7%)		<b>866.8</b>	(114.7)	(11.7%)	(627.2)	-72.4%	(282.1)	-117.7%
Preliminary Review	(2,435.4)	(2,419.5)		(2,419.5)	15.9	(0.7%)	(0.0)	<b>(2,419.5)</b>	15.9	(0.7%)	69.1	-2.9%	37.1	-1.6%
<b>Total Net Exp.</b>	<b>(5,605.1)</b>	<b>(5,681.0)</b>		<b>(5,681.0)</b>	<b>(75.9)</b>	<b>1.4%</b>	<b>(0.0)</b>	<b>(5,681.0)</b>	<b>(75.9)</b>	<b>1.4%</b>	<b>(491.5)</b>	<b>8.7%</b>	<b>(210.0)</b>	<b>3.3%</b>
Approved Positions	260.0	260.0		260.0	(0.0)	(0.0%)		<b>260.0</b>	(0.0)	(0.0%)	0.0%		0.0%	

The **Building Permission & Information Service** reviews building permits and applications, guides and supports permit applicants in obtaining building related permits, manages the administration of the application process, provides information and property records in accordance with Freedom of Information policies and procedures, and provides preliminary reviews of project documents to identify areas of non-compliance with applicable laws or requirements for approvals.

The **Building Permission & Information Service's** 2018 Preliminary Operating Budget of \$30.916 million gross and \$5.681 million in net revenue is an increase of \$0.076 million or 1.4% above the 2017 Approved Net Budget.

- This service is experiencing a decrease of \$0.295 million in gross expenditures mainly attributed to a reduction in reserve contributions of \$0.356 million to Building Code Act Service Improvement Reserve Fund, and a slight reduction in salaries and benefits of \$0.020 million.
- The 2018 Preliminary Operating Budget for the **Building Permission & Information Service** includes \$0.244 million for enhanced services, providing funds for dedicated HR resources and a new internship program.
- The **Building Permission & Information Service's** approved complement does not change in 2018 and remains at 260.0 positions.



# Part 3

## Issues for Discussion

## Issues Impacting the 2018 Budget

### ***Toronto Building Reserve Contribution/Cost Recovery Strategy***

- Toronto Building's revenues collected from Building Permit Fees are determined by the requirements stipulated by Section 7 of the Building Code Act (BCA). The Program is legislated to operate on a cost recovery basis. There is no reliance on property tax funding.
- Any year-end surplus is required to be directed to the dedicated reserve fund.
- Toronto Building has maintained a strategy since 2005 of building up reserve balances to fund 100% of direct and indirect annual operating costs through:
  - Establishment of an obligatory dedicated reserve, with funds protected for the maintenance of systems and processes which enable legislated service delivery timelines and reporting requirements to be met, including stabilization and investment in service improvements (as per the BCA). The dedicated reserve fund is reviewed on an ongoing basis by Finance as part of the City's due diligence with respect to the management of reserves.
  - Annual base budget reserve contributions of approximately \$2M applied towards achieving the reserve fund target balance noted above. Contribution level is annually reviewed, assessed and adjusted, as required, as part of the budget process.
  - Active monitoring of market conditions in the development industry with the implementation of mitigation and cost containment strategies, and realignment of resources, as required, both ongoing and annually through the budget process based on the projected market outlook.



# Appendices

## Appendix 1

### 2017 Service Performance

#### Key Service Accomplishments

In 2017, Toronto Building accomplished the following:

- ✓ Processed and managed a high volume of permit application intake and permit issuance.
- ✓ Reduced the inventory of dormant permits through completion of first phase of the Division's Open Permit Pilot Program
- ✓ Strategy to minimize negative impacts of residential infill construction being implemented with all actions underway
- ✓ Advanced further modernization of service delivery through the Division's Electronic Customer Service Initiative
- ✓ Advanced Divisional Succession Planning Program
- ✓ Participated in the development of legislative and Building Code changes related to the high-rise wood construction and climate change resiliency and energy efficiency

## Appendix 2

### 2018 Preliminary Operating Budget by Expenditure Category

#### Program Summary by Expenditure Category

Category of Expense (\$000's)	2015	2016	2017	2017	2018	2018 Change from		Plan	
	Actual	Actual	Budget	Projected	Preliminary	2017 Approved		2019	2020
	\$	\$	\$	\$	\$	\$	%	\$	\$
Salaries And Benefits	43,442.3	44,080.6	48,708.0	45,036.7	49,228.8	520.8	1.1%	50,331.2	51,002.3
Materials & Supplies	110.6	114.5	134.2	94.2	124.5	(9.6)	(7.2%)	124.5	124.5
Equipment	236.6	114.3	396.5	266.6	386.5	(10.0)	(2.5%)	386.5	386.5
Service And Rent	1,086.6	925.6	1,282.0	1,190.0	1,602.0	320.0	25.0%	1,602.0	1,602.0
Contribution To Reserves/Reserve Funds	3,303.6	4,076.0	3,968.8	3,968.8	2,895.7	(1,073.1)	(27.0%)	2,895.7	2,895.7
Other Expenditures	585.5	603.3	398.5	618.5	490.8	92.3	23.2%	490.8	490.8
Inter-Divisional Charges	729.7	774.6	1,209.7	1,209.7	1,617.7	408.0	33.7%	1,761.2	1,766.0
<b>Total Gross Expenditures</b>	<b>49,495.0</b>	<b>50,688.9</b>	<b>56,097.6</b>	<b>52,384.4</b>	<b>56,346.1</b>	<b>248.4</b>	<b>0.4%</b>	<b>57,592.0</b>	<b>58,267.9</b>
Inter-Divisional Recoveries	740.3	1,034.2	1,116.1	1,116.1	1,153.7	37.7	3.4%	1,153.7	1,153.7
User Fees & Donations	2,008.6	2,388.0	2,850.1	2,850.1	2,850.1			2,850.1	2,850.1
Licences & Permits Revenue	68,750.3	72,850.2	62,470.6	71,251.2	62,486.2	15.5	0.0%	63,729.6	64,403.9
Transfers From Capital	434.5	405.5	55.0	55.0		(55.0)	(100.0%)		
Contribution From Reserves/Reserve Funds			259.6	259.6	509.8	250.2	96.4%	512.3	513.9
Sundry and Other Revenues	16.3	113.1	40.0	40.0	40.0			40.0	40.0
<b>Total Revenues</b>	<b>71,950.0</b>	<b>76,791.0</b>	<b>66,791.4</b>	<b>75,571.9</b>	<b>67,039.8</b>	<b>248.4</b>	<b>0.4%</b>	<b>68,285.7</b>	<b>68,961.6</b>
<b>Total Net Expenditures</b>	<b>(22,455.0)</b>	<b>(26,102.1)</b>	<b>(10,693.7)</b>	<b>(23,187.5)</b>	<b>(10,693.7)</b>	<b>0.0</b>	<b>(0.0%)</b>	<b>(10,693.7)</b>	<b>(10,693.7)</b>
<b>Approved Positions</b>			468.0		468.0	(0.0)	(0.0%)	468.0	468.0

\* Based on the 9-month Operating Variance Report

The year-end net expenditure is projected to be \$12.494 million or 2.17 % under the 2017 Approved Operating Budget primarily due to underspending related to vacant positions and permit revenue. In accordance with the Building Code Act, the surplus from Toronto Building must be contributed to the Building Code Act Service Improvement Reserve Fund to create and maintain systems and processes which enable service delivery timelines and reporting requirements of the Province's Bill 124, Building Code Statute Law Amendment Act, and 2002 Legislation to be met.

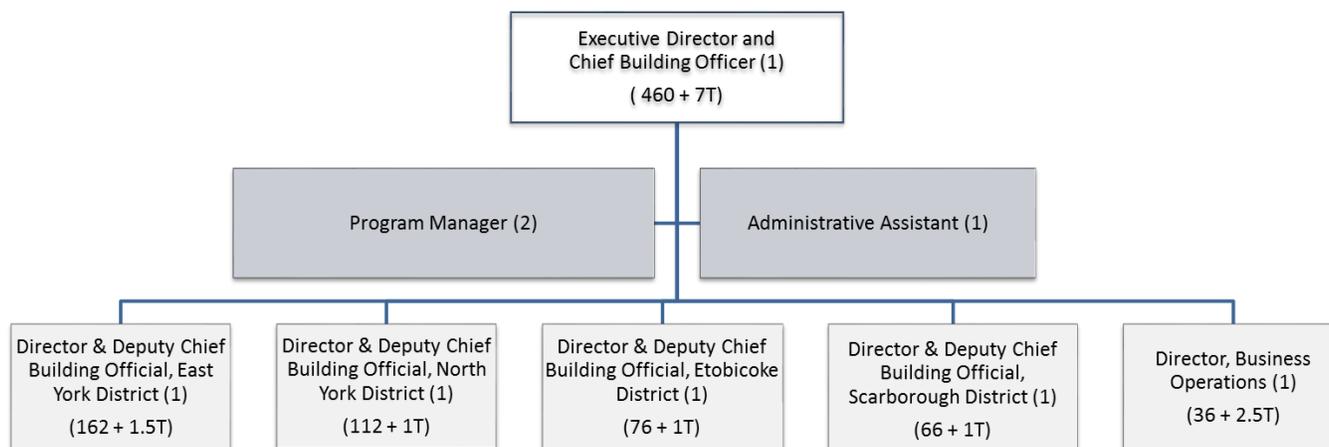
Toronto Building experienced greater revenue than planned due to the increasing number of building permit applications. The continued trend in building application permit activity resulted in a favourable year-end projection of \$12.494 million net in Toronto Building, to be contributed to the Building Code Act Service Improvement Reserve Fund.

For additional information regarding the 2017 Q3 operating variances and year-end projections, please refer to the attached link for the report entitled "Operating Variance Report for the Nine-Month Period Ended September 30, 2017" that goes to Budget Committee on November 27, 2017:

<http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2017.BU37.2>

## Appendix 3

### 2018 Organization Chart



### 2018 Total Complement

	Category	Senior Management	Management with Direct Reports	Management without Direct Reports/Exempt Professional & Clerical	Union	Total
Operating	Permanent	6.0	32.0	41.0	382.0	461.0
	Temporary			2.0	5.0	7.0
	<b>Total Operating</b>	6.0	32.0	43.0	387.0	468.0
Capital	Permanent			-	-	-
	Temporary			-	-	-
	<b>Total Capital</b>	-	-	-	-	-
<b>Grand Total</b>		<b>6.0</b>	<b>32.0</b>	<b>43.0</b>	<b>387.0</b>	<b>468.0</b>

## **Appendix 5**

### **Summary of 2018 New / Enhanced Service Priorities**

## 2018 Operating Budget - Preliminary New and Enhanced Services Summary by Service (\$000's)

Form ID		Citizen Focused Services B  Program - Toronto Building	Adjustments				2019 Plan Net Change	2020 Plan Net Change																				
Category	Equity Impact		Gross Expenditure	Revenue	Net	Approved Positions																						
13595		Toronto Building HR Strategy Permanent Support																										
72	No Impact	<b>Description:</b>																										
<p>Toronto Building proposes to fund a Human Resource Consultant position to support recruitment and implementation of the Staffing Action Plan.</p> <p><b>Service Level Impact:</b></p> <p>Currently, Toronto Building has the following resources assigned to support: Senior Human Resource Consultant (0.20 FTE), Human Resource Consultant (0.8 FTE) and Human Resource Program Assistant (0.75 FTE). If the future service level is approved Toronto Building has the following resources assigned to support staffing: Senior Human Resource Consultant (0.20 FTE), Human Resource Consultant (1.8 FTE) and Human Resource Program Assistant (0.75 FTE).</p> <p><b>Equity Statement:</b></p> <p>There are no equity impacts.</p> <p><b>Service:</b> BL-Building Compliance</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Preliminary New / Enhanced Services:</td> <td style="text-align: right;">58.5</td> <td style="text-align: right;">58.5</td> <td style="text-align: right;">0.0</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0.0</td> <td style="text-align: right;">0.0</td> </tr> </table> <p><b>Service:</b> BL-Building Permission &amp; Information</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Preliminary New / Enhanced Services:</td> <td style="text-align: right;">66.3</td> <td style="text-align: right;">66.3</td> <td style="text-align: right;">0.0</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0.0</td> <td style="text-align: right;">0.0</td> </tr> </table> <table style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="width: 40%;"><b>Total Preliminary New / Enhanced Services:</b></td> <td style="text-align: right; border-top: 1px solid black;"><b>124.8</b></td> <td style="text-align: right; border-top: 1px solid black;"><b>124.8</b></td> <td style="text-align: right; border-top: 1px solid black;"><b>0.0</b></td> <td style="text-align: right; border-top: 1px solid black;"><b>0.00</b></td> <td style="text-align: right; border-top: 1px solid black;"><b>0.0</b></td> <td style="text-align: right; border-top: 1px solid black;"><b>0.0</b></td> </tr> </table>								Preliminary New / Enhanced Services:	58.5	58.5	0.0	0.00	0.0	0.0	Preliminary New / Enhanced Services:	66.3	66.3	0.0	0.00	0.0	0.0	<b>Total Preliminary New / Enhanced Services:</b>	<b>124.8</b>	<b>124.8</b>	<b>0.0</b>	<b>0.00</b>	<b>0.0</b>	<b>0.0</b>
Preliminary New / Enhanced Services:	58.5	58.5	0.0	0.00	0.0	0.0																						
Preliminary New / Enhanced Services:	66.3	66.3	0.0	0.00	0.0	0.0																						
<b>Total Preliminary New / Enhanced Services:</b>	<b>124.8</b>	<b>124.8</b>	<b>0.0</b>	<b>0.00</b>	<b>0.0</b>	<b>0.0</b>																						

13780		Toronto Building Inspection Service Internship Program					
72	No Impact	<b>Description:</b>					
<p>Toronto Building is proposing to establish formal internship and co-op placements for students studying architectural technology, building science, construction management, and engineering programs for students who attend universities and colleges in the Greater Toronto Area. The following actions are required to implement: Identify and develop partnership agreements with universities and colleges, Train Managers on program goals and objectives, Recruitment Evaluate results of the program. Toronto Building will extend the funding for the internship and co-op program to a full year. The Division would require an investment of \$335,000.00 gross, \$0 net funded by a 0.51% increase to permit fees as a top-up to the existing base budget funding available for Work Term Students. The proposed change will not result in any additional FTE's.</p>							

**Category:**

71 - Operating Impact of New Capital Projects      74 - New Services  
72 - Enhanced Services-Service Expansion      75 - New Revenues

**2018 Operating Budget - Preliminary New and Enhanced Services  
Summary by Service (\$000's)**

Form ID		Citizen Focused Services B  Program - Toronto Building	Adjustments				2019 Plan Net Change	2020 Plan Net Change
Category	Equity Impact		Gross Expenditure	Revenue	Net	Approved Positions		

**Service Level Impact:**

Toronto Building hires 18 work term students for 16 week placements over the summer. The students primarily work as administrative support to the Customer Services, Plan Review, and Inspection Services units. The current program does not have the resourcing or level of support to assist students to transition into roles as Building Officials. Since 2010, 14 percent of Work Term Students went on to fill clerical and administrative support roles. Only 16 percent of the students who completed the Work Term Student Program went on to assume a technical role with Toronto Building. If the future service level is approved, Toronto Building will be able to establish a stronger technical internship and co-op program, instead of an administrative focus. Students will be expected to work toward their Ministry of Municipal Affairs Qualifications and work on core technical skills. In the Inspections Services Area, interns and students will also undertake on-the-job shadowing and from existing building inspectors. By extending the length of some placements, from 16 weeks to a full year, students will be well positioned to assume the roles and responsibilities of a building official upon graduation. Furthermore, Toronto Building will benefit from a broader pool of applicants. The goal of the new program will be to increase the number of students who assume difficult-to-fill technical roles in the Division and reduce the number who go on to assume administrative roles. The program will also support Colleges and Universities in Toronto. By expanding interest in a program that could lead to careers as a Building Official, Toronto Building can help support training a future generation of Building Officials and promote the City of Toronto as the employer of choice.

**Equity Statement:**

There are no equity impacts.

**Service:** BL-Building Compliance

Preliminary New / Enhanced Services:	157.1	157.1	0.0	0.00	0.0	0.0
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**Service:** BL-Building Permission & Information

Preliminary New / Enhanced Services:	177.9	177.9	(0.0)	0.00	(0.0)	0.0
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<b>Total Preliminary New / Enhanced Services:</b>	<b>335.0</b>	<b>335.0</b>	<b>0.0</b>	<b>0.00</b>	<b>0.0</b>	<b>0.0</b>
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**Summary:**

<b>Total Preliminary New / Enhanced Services:</b>	<b>459.8</b>	<b>459.8</b>	<b>0.0</b>	<b>0.00</b>	<b>0.0</b>	<b>0.0</b>
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**Category:**

## Appendix 6

### Inflows/Outflows to/from Reserves & Reserve Funds

#### Program Specific Reserve / Reserve Funds

Reserve / Reserve Fund Name (In \$000s)	Reserve / Reserve Fund Number	Projected Balance as of Dec. 31, 2017 *	Withdrawals (-) / Contributions (+)		
			2018	2019	2020
		\$	\$	\$	\$
<b>Projected Beginning Balance</b>		82,267.7	82,267.7	83,103.9	83,937.5
Building Code Act Service Improvement Reserve Fund	XR1305				
<i>Proposed Withdrawals (-)</i>			(509.8)	(512.3)	(513.9)
<i>Contributions (+)</i>			1,345.9	1,345.9	1,345.9
<b>Total Reserve / Reserve Fund Draws / Contributions</b>			<b>836.2</b>	<b>833.6</b>	<b>832.1</b>
<b>Balance at Year-End</b>		<b>82,267.7</b>	<b>83,103.9</b>	<b>83,937.5</b>	<b>84,769.5</b>

\* Based on 9-month 2017 Reserve Fund Variance Report

#### Corporate Reserve / Reserve Funds

Reserve / Reserve Fund Name (In \$000s)	Reserve / Reserve Fund Number	Projected Balance as of Dec. 31, 2017 *	Withdrawals (-) / Contributions (+)		
			2018	2019	2020
		\$	\$	\$	\$
<b>Projected Beginning Balance</b>		510.6	510.6	584.9	659.2
Vehicle Reserve - Toronto Building	XQ1301				
<i>Proposed Withdrawals (-)</i>					
<i>Contributions (+)</i>			74.3	74.3	74.3
<b>Total Reserve / Reserve Fund Draws / Contributions</b>			<b>74.3</b>	<b>74.3</b>	<b>74.3</b>
<b>Balance at Year-End</b>		<b>510.6</b>	<b>584.9</b>	<b>659.2</b>	<b>733.4</b>

\* Based on 9-month 2017 Reserve Fund Variance Report

Reserve / Reserve Fund Name (In \$000s)	Reserve / Reserve Fund Number	Projected Balance as of Dec. 31, 2017 *	Withdrawals (-) / Contributions (+)		
			2018	2019	2020
		\$	\$	\$	\$
<b>Projected Beginning Balance</b>		25,981.1	25,981.1	27,456.6	28,932.1
Insurance Reserve Fund	XR1010				
<i>Proposed Withdrawals (-)</i>					
<i>Contributions (+)</i>			1,475.5	1,475.5	1,475.5
<b>Total Reserve / Reserve Fund Draws / Contributions</b>			<b>1,475.5</b>	<b>1,475.5</b>	<b>1,475.5</b>
<b>Balance at Year-End</b>		<b>25,981.1</b>	<b>27,456.6</b>	<b>28,932.1</b>	<b>30,407.6</b>

\* Based on 9-month 2017 Reserve Fund Variance Report

## Appendix 7a

### User Fees Adjusted for Inflation and Other

Rate Description	Service	Fee Category	Fee Basis	2017	2018			2019	2020
				Approved Rate	Inflationary Adjusted Rate	Other Adj.	Budget Rate	Plan Rate	Plan Rate
Minimum fee charged for all work unless specified.	Building Permission & Information	Full Cost Recovery	Per Service	\$198.59	\$0.00	\$0.00	\$198.59	\$198.59	\$198.59
Hourly rate for examination and inspection activities	Building Permission & Information	Full Cost Recovery	Per Hour	\$85.79	\$0.00	\$0.00	\$85.79	\$85.79	\$85.79
Group A - Assembly occupancies - Application intake, plan review, and inspection activities	Building Permission & Information	Full Cost Recovery	Per Sq. M	\$28.61	\$0.00	\$0.00	\$28.61	\$28.61	\$28.61
Group A - Restaurants (shell) - Application intake, plan review, and inspection activities	Building Permission & Information	Full Cost Recovery	Per Sq. M	\$23.94	\$0.00	\$0.00	\$23.94	\$23.94	\$23.94
Group A - Open public swimming pools - Application intake, plan review and inspection activities	Building Permission & Information	Full Cost Recovery	Per Sq. M	\$7.69	\$0.00	\$0.00	\$7.69	\$7.69	\$7.69
Group A - Transit stations, subways, etc. -Application intake, plan review, and inspection activities	Building Permission & Information	Full Cost Recovery	Per Sq. M	\$22.14	\$0.00	\$0.00	\$22.14	\$22.14	\$22.14
Group A - All other buildings - Application intake, plan review and inspection activities	Building Permission & Information	Full Cost Recovery	Per Sq. M	\$28.61	\$0.00	\$0.00	\$28.61	\$28.61	\$28.61
Group B - Institutional occupancies - Application intake, plan review and inspection activities	Building Permission & Information	Full Cost Recovery	Per Sq. M	\$30.44	\$0.00	\$0.00	\$30.44	\$30.44	\$30.44
Group C - Residential unit fee	Building Permission & Information	Full Cost Recovery	Per New Residential Unit	\$52.08	\$0.00	\$0.00	\$52.08	\$52.08	\$52.08
Group C - Residential occupancies - Application intake, plan review and inspection activities	Building Permission & Information	Full Cost Recovery	Per Sq. M	\$17.16	\$0.00	\$0.00	\$17.16	\$17.16	\$17.16
Group C, Multiple unit buildings - Application intake, plan review and inspection activities	Building Permission & Information	Full Cost Recovery	Per Sq. M	\$27.16	\$0.00	\$0.00	\$27.16	\$27.16	\$27.16

## Appendix 7a

### User Fees Adjusted for Inflation and Other

Rate Description	Service	Fee Category	Fee Basis	2017	2018			2019	2020
				Approved Rate	Inflationary Adjusted Rate	Other Adj.	Budget Rate	Plan Rate	Plan Rate
Group C - Certification of plans - Application intake, plan review and other administrative activity	Building Permission & Information	Full Cost Recovery	Per Sq. M	\$8.59	\$0.00	\$0.00	\$8.59	\$8.59	\$8.59
Group C, Building permits certified plans - Application intake, plan review and inspection activities	Building Permission & Information	Full Cost Recovery	Per Sq. M	\$14.56	\$0.00	\$0.00	\$14.56	\$14.56	\$14.56
Group C, All other residential occupancies - Application intake, plan review and inspection activities	Building Permission & Information	Full Cost Recovery	Per Sq. M	\$17.16	\$0.00	\$0.00	\$17.16	\$17.16	\$17.16
Group D, Office Bldgs(shell) - Application intake, plan review and inspection activities	Building Permission & Information	Full Cost Recovery	Per Sq. M	\$17.99	\$0.00	\$0.00	\$17.99	\$17.99	\$17.99
Group D, Finished Bldgs - Application intake, plan review and inspection activities	Building Permission & Information	Full Cost Recovery	Per Sq. M	\$22.62	\$0.00	\$0.00	\$22.62	\$22.62	\$22.62
Group E, Mercantile occupancies etc. (shell) - Application intake, plan review and inspection activities	Building Permission & Information	Full Cost Recovery	Per Sq. M	\$14.57	\$0.00	\$0.00	\$14.57	\$14.57	\$14.57
Group E, Mercantile occupancies (finished) - Application intake, plan review and inspection activities	Building Permission & Information	Full Cost Recovery	Per Sq. M	\$19.20	\$0.00	\$0.00	\$19.20	\$19.20	\$19.20
Group F, industrial occupancies <7500 sq. m. - Application intake, plan review and inspection activities	Building Permission & Information	Full Cost Recovery	Per Sq. M - Building Shell	\$11.43	\$0.00	\$0.00	\$11.43	\$11.43	\$11.43
Group F, Industrial bldgs less than 7500 sq. m. - Application intake, plan review and inspection activities	Building Permission & Information	Full Cost Recovery	Per Sq. M - Finished Buildings	\$15.73	\$0.00	\$0.00	\$15.73	\$15.73	\$15.73

## Appendix 7a

### User Fees Adjusted for Inflation and Other

Rate Description	Service	Fee Category	Fee Basis	2017	2018			2019	2020
				Approved Rate	Inflationary Adjusted Rate	Other Adj.	Budget Rate	Plan Rate	Plan Rate
Group F, Industrial bldgs shell >7500 sq. m. - Application intake, plan review and inspection activities	Building Permission & Information	Full Cost Recovery	Per Sq. M	\$9.26	\$0.00	\$0.00	\$9.26	\$9.26	\$9.26
Group F, Finished industrial bldgs >7500 sq. m. - Application intake, plan review and inspection activities	Building Permission & Information	Full Cost Recovery	Per Sq. M	\$13.89	\$0.00	\$0.00	\$13.89	\$13.89	\$13.89
Group F, Gas stations, car washes - Application intake, plan review and inspection activities	Building Permission & Information	Full Cost Recovery	Per Sq. M	\$14.30	\$0.00	\$0.00	\$14.30	\$14.30	\$14.30
Group F, Parking garages - Application intake, plan review and inspection activities	Building Permission & Information	Full Cost Recovery	Per Sq. M	\$7.49	\$0.00	\$0.00	\$7.49	\$7.49	\$7.49
Group F, All other buildings - Application intake, plan review and inspection activities	Building Permission & Information	Full Cost Recovery	Per Sq. M	\$15.73	\$0.00	\$0.00	\$15.73	\$15.73	\$15.73
Alterations/renovations, Group A, B and D - Application intake, plan review and inspection activities	Building Permission & Information	Full Cost Recovery	Per Sq. M	\$5.32	\$0.00	\$0.00	\$5.32	\$5.32	\$5.32
Alterations/renovations, Group C, E and F - Application intake, plan review and inspection activities	Building Permission & Information	Full Cost Recovery	Per Sq. M	\$4.93	\$0.00	\$0.00	\$4.93	\$4.93	\$4.93
Alterations/renovations, residential occupancies, floor replacement - Application intake, plan review and inspection activities	Building Permission & Information	Full Cost Recovery	Per Sq. M	\$5.73	\$0.00	\$0.00	\$5.73	\$5.73	\$5.73
Demolition - The application intake, and review activities for proposed building demo	Building Permission & Information	Full Cost Recovery	Per Sq. M	\$0.16	\$0.00	\$0.00	\$0.16	\$0.16	\$0.16

## Appendix 7a

### User Fees Adjusted for Inflation and Other

Rate Description	Service	Fee Category	Fee Basis	2017	2018			2019	2020
				Approved Rate	Inflationary Adjusted Rate	Other Adj.	Budget Rate	Plan Rate	Plan Rate
Demolition implosion - Application intake, and review activities	Building Permission & Information	Full Cost Recovery	Each Request	\$2,144.75	\$0.00	\$0.00	\$2,144.75	\$2,144.75	\$2,144.75
Environmental review -Application intake, and review activities	Building Permission & Information	Full Cost Recovery	Each Request	\$953.21	\$0.00	\$0.00	\$953.21	\$953.21	\$953.21
Communication towers - Fee for application intake, plan review and inspection activities	Building Permission & Information	Full Cost Recovery	Per Structure	\$393.21	\$0.00	\$0.00	\$393.21	\$393.21	\$393.21
Crane runway - Fee for application intake, plan review and inspection activities	Building Permission & Information	Full Cost Recovery	Per Structure	\$393.21	\$0.00	\$0.00	\$393.21	\$393.21	\$393.21
Exterior tank & support - Fee for application intake, plan review and inspection activities	Building Permission & Information	Full Cost Recovery	Per Structure	\$393.21	\$0.00	\$0.00	\$393.21	\$393.21	\$393.21
Pedestrian bridge - Application intake, plan review and inspection activities	Building Permission & Information	Full Cost Recovery	Per Structure	\$393.21	\$0.00	\$0.00	\$393.21	\$393.21	\$393.21
Retaining wall - Application intake, plan review and inspection activities	Building Permission & Information	Full Cost Recovery	Per Linear Metre	\$11.43	\$0.00	\$0.00	\$11.43	\$11.43	\$11.43
Satellite dish, solar collector system greater than 5 sq. m. other than small residential - Application intake, plan review and inspection activities	Building Permission & Information	Full Cost Recovery	Per Structure	\$393.21	\$0.00	\$0.00	\$393.21	\$393.21	\$393.21
Air supported structures - Application intake, plan review and inspection activities	Building Permission & Information	Full Cost Recovery	Per Sq. M	\$8.17	\$0.00	\$0.00	\$8.17	\$8.17	\$8.17
Satellite dish, solar collector system on a small residential building or any other building less than 5 sq. m. - Application intake, plan review and inspection activities	Building Permission & Information	Full Cost Recovery	Per Installation	\$198.59	\$0.00	\$0.00	\$198.59	\$198.59	\$198.59

## Appendix 7a

### User Fees Adjusted for Inflation and Other

Rate Description	Service	Fee Category	Fee Basis	2017	2018			2019	2020
				Approved Rate	Inflationary Adjusted Rate	Other Adj.	Budget Rate	Plan Rate	Plan Rate
Balcony guards/replacement guards - Application intake, plan review and inspection activities	Building Permission & Information	Full Cost Recovery	Per Sq. M	\$2.13	\$0.00	\$0.00	\$2.13	\$2.13	\$2.13
Balcony repairs - Application intake, plan review and inspection activities	Building Permission & Information	Full Cost Recovery	Per Balcony	\$20.03	\$0.00	\$0.00	\$20.03	\$20.03	\$20.03
Basement finishing dwellings/houses - Application intake, plan review and inspection activities	Building Permission & Information	Full Cost Recovery	Per Sq. M	\$5.73	\$0.00	\$0.00	\$5.73	\$5.73	\$5.73
Basement unfinished, non-residential bldgs - Application intake, plan review and inspection activities	Building Permission & Information	Full Cost Recovery	Per Sq. M	\$5.73	\$0.00	\$0.00	\$5.73	\$5.73	\$5.73
Canopy (not enclosed) - Application intake, plan review and inspection activities	Building Permission & Information	Full Cost Recovery	Per Sq. M	\$6.14	\$0.00	\$0.00	\$6.14	\$6.14	\$6.14
Ceilings (added or replacement) - Application intake, plan review and inspection activities	Building Permission & Information	Full Cost Recovery	Per Sq. M	\$0.56	\$0.00	\$0.00	\$0.56	\$0.56	\$0.56
Demising walls - Application intake, plan review and inspection activities	Building Permission & Information	Full Cost Recovery	Per Sq. M	\$5.73	\$0.00	\$0.00	\$5.73	\$5.73	\$5.73
Electromagnetic locks -Application intake, plan review and inspection activities	Building Permission & Information	Full Cost Recovery	Per Lock	\$42.90	\$0.00	\$0.00	\$42.90	\$42.90	\$42.90
Emergency lighting - Fee for application intake, plan review and inspection activities	Building Permission & Information	Full Cost Recovery	Per Storey	\$50.05	\$0.00	\$0.00	\$50.05	\$50.05	\$50.05
Farm buildings - To recover the costs for application intake, plan review and inspection activities	Building Permission & Information	Full Cost Recovery	Per Sq. M	\$9.99	\$0.00	\$0.00	\$9.99	\$9.99	\$9.99

## Appendix 7a

### User Fees Adjusted for Inflation and Other

Rate Description	Service	Fee Category	Fee Basis	2017	2018			2019	2020
				Approved Rate	Inflationary Adjusted Rate	Other Adj.	Budget Rate	Plan Rate	Plan Rate
Fire alarms - The costs for application intake, plan review and inspection activities	Building Permission & Information	Full Cost Recovery	Per Storey	\$71.49	\$0.00	\$0.00	\$71.49	\$71.49	\$71.49
Fire doors retrofit - For application intake, plan review and inspection activities	Building Permission & Information	Full Cost Recovery	Each	\$28.61	\$0.00	\$0.00	\$28.61	\$28.61	\$28.61
Fireplaces and/or woodstoves - Application intake, plan review and inspection activities	Building Permission & Information	Full Cost Recovery	Each	\$198.59	\$0.00	\$0.00	\$198.59	\$198.59	\$198.59
Mechanical service spaces/penthouses - Application intake, plan review and inspection activities	Building Permission & Information	Full Cost Recovery	Per Sq. M	\$9.99	\$0.00	\$0.00	\$9.99	\$9.99	\$9.99
Parking garage repairs/slab reconstruct - Application intake, plan review and inspection activities	Building Permission & Information	Full Cost Recovery	Per Sq. M	\$5.73	\$0.00	\$0.00	\$5.73	\$5.73	\$5.73
Parking Garage - all other construction - Application intake, plan review and inspection activities	Building Permission & Information	Full Cost Recovery	Per Sq. M	\$2.13	\$0.00	\$0.00	\$2.13	\$2.13	\$2.13
Pool fence enclosures -Application intake, plan review and inspection activities	Building Permission & Information	Full Cost Recovery	Per Application	\$198.59	\$0.00	\$0.00	\$198.59	\$198.59	\$198.59
Portable classrooms: non certified - Application intake, plan review and inspection activities	Building Permission & Information	Full Cost Recovery	Per Portable	\$198.59	\$0.00	\$0.00	\$198.59	\$198.59	\$198.59
Portable classrooms: certification - Application intake, plan review and inspection activities	Building Permission & Information	Full Cost Recovery	Per Portable	\$198.59	\$0.00	\$0.00	\$198.59	\$198.59	\$198.59
Certified portable classrooms - Application intake, plan review and inspection activities	Building Permission & Information	Full Cost Recovery	Per Portable	\$71.48	\$0.00	\$0.00	\$71.48	\$71.48	\$71.48

## Appendix 7a

### User Fees Adjusted for Inflation and Other

Rate Description	Service	Fee Category	Fee Basis	2017	2018			2019	2020
				Approved Rate	Inflationary Adjusted Rate	Other Adj.	Budget Rate	Plan Rate	Plan Rate
Repairs/recladding walls, re-roofing - Application intake, plan review and inspection activities	Building Permission & Information	Full Cost Recovery	Per Sq. M	\$0.70	\$0.00	\$0.00	\$0.70	\$0.70	\$0.70
Re-roofing with structural work - Application intake, plan review and inspection activities	Building Permission & Information	Full Cost Recovery	Per Sq. M	\$5.73	\$0.00	\$0.00	\$5.73	\$5.73	\$5.73
Residential deck, carport, porch - Application intake, plan review and inspection activities	Building Permission & Information	Full Cost Recovery	Each	\$198.59	\$0.00	\$0.00	\$198.59	\$198.59	\$198.59
Shoring - Application intake, plan review and inspection activities	Building Permission & Information	Full Cost Recovery	Per Linear Metre	\$11.43	\$0.00	\$0.00	\$11.43	\$11.43	\$11.43
To review the structural components of a sign face or sign structure against the requirements of the Building Code	Building Permission & Information	Full Cost Recovery	Per Installation	\$64.00	\$1.34	\$0.00	\$65.34	\$65.34	\$65.34
Detached garages, accessory structures - Application intake, plan review and inspection activities	Building Permission & Information	Full Cost Recovery	Each	\$198.59	\$0.00	\$0.00	\$198.59	\$198.59	\$198.59
Sprinklers - For application intake, plan review and inspection activities	Building Permission & Information	Full Cost Recovery	Per Sq. M	\$0.56	\$0.00	\$0.00	\$0.56	\$0.56	\$0.56
Standpipes - For application intake, plan review and inspection activities	Building Permission & Information	Full Cost Recovery	Each	\$50.05	\$0.00	\$0.00	\$50.05	\$50.05	\$50.05
Tent certification - Application intake, plan review and inspection activities	Building Permission & Information	Full Cost Recovery	Up to Two Tents	\$198.59	\$0.00	\$0.00	\$198.59	\$198.59	\$198.59
Tent certification - Application intake, plan review and inspection activities	Building Permission & Information	Full Cost Recovery	Per Additional Tent (over two)	\$35.75	\$0.00	\$0.00	\$35.75	\$35.75	\$35.75
Permits for certified tent - Application intake, plan review and inspection activities	Building Permission & Information	Full Cost Recovery	Per Tent	\$198.59	\$0.00	\$0.00	\$198.59	\$198.59	\$198.59

## Appendix 7a

### User Fees Adjusted for Inflation and Other

Rate Description	Service	Fee Category	Fee Basis	2017	2018			2019	2020
				Approved Rate	Inflationary Adjusted Rate	Other Adj.	Budget Rate	Plan Rate	Plan Rate
Temporary tent up to 225 sq. m. - Application intake, plan review and inspection activities	Building Permission & Information	Full Cost Recovery	Per Sq. M	\$1.43	\$0.00	\$0.00	\$1.43	\$1.43	\$1.43
Additional tent area > 225 sq. m. - Application intake, plan review and inspection activities	Building Permission & Information	Full Cost Recovery	Per Sq. M	\$0.37	\$0.00	\$0.00	\$0.37	\$0.37	\$0.37
Temporary structures - Application intake, plan review and inspection activities	Building Permission & Information	Full Cost Recovery	Per Sq. M	\$14.30	\$0.00	\$0.00	\$14.30	\$14.30	\$14.30
Underpinnings - For application intake, plan review and inspection activities	Building Permission & Information	Full Cost Recovery	Per Linear Metre	\$11.43	\$0.00	\$0.00	\$11.43	\$11.43	\$11.43
Window replacements -Application intake, plan review and inspection activities	Building Permission & Information	Full Cost Recovery	Per Window	\$2.80	\$0.00	\$0.00	\$2.80	\$2.80	\$2.80
Stand Alone Mechanical work – Group A&B Occupancies - Application intake, plan review and inspection activities	Building Permission & Information	Full Cost Recovery	Per Sq. M	\$1.77	\$0.00	\$0.00	\$1.77	\$1.77	\$1.77
Stand Alone Mechanical work - heating and Ventilation only with no ductwork - Application intake, plan review and inspection activities	Building Permission & Information	Full Cost Recovery	Flat Fee	\$198.59	\$0.00	\$0.00	\$198.59	\$198.59	\$198.59
Stand Alone Mechanical work - Heating, Ventilation and Air Conditioning (HVAC) - Application intake, plan review and inspection activities	Building Permission & Information	Full Cost Recovery	Flat Fee	\$250.22	\$0.00	\$0.00	\$250.22	\$250.22	\$250.22
Stand Alone Mechanical work - Boiler or furnace replacement - Application intake, plan review and inspection activities	Building Permission & Information	Full Cost Recovery	Flat Fee	\$198.59	\$0.00	\$0.00	\$198.59	\$198.59	\$198.59

## Appendix 7a

### User Fees Adjusted for Inflation and Other

Rate Description	Service	Fee Category	Fee Basis	2017	2018			2019	2020
				Approved Rate	Inflationary Adjusted Rate	Other Adj.	Budget Rate	Plan Rate	Plan Rate
Stand Alone Mechanical work - Air conditioning unit addition - Application intake, plan review and inspection activities	Building Permission & Information	Full Cost Recovery	Flat Fee	\$198.59	\$0.00	\$0.00	\$198.59	\$198.59	\$198.59
Stand Alone Mechanical work - Other group C occupancies - Application intake, plan review and inspection activities	Building Permission & Information	Full Cost Recovery	Per Sq. M	\$1.29	\$0.00	\$0.00	\$1.29	\$1.29	\$1.29
Stand Alone Mechanical work - Group D&E bldgs - For application intake, plan review and inspection activities	Building Permission & Information	Full Cost Recovery	Per Sq. M	\$1.43	\$0.00	\$0.00	\$1.43	\$1.43	\$1.43
Stand Alone Mechanical work - Small bldgs up to 230 sq. m. - Application intake, plan review and inspection activities	Building Permission & Information	Full Cost Recovery	Flat Fee	\$214.47	\$0.00	\$0.00	\$214.47	\$214.47	\$214.47
Stand Alone Mechanical work - Laboratories - To recover the cost for application intake, plan review and inspection activities	Building Permission & Information	Full Cost Recovery	Per Sq. M	\$1.77	\$0.00	\$0.00	\$1.77	\$1.77	\$1.77
Stand Alone Mechanical work - Parking garages - To recover the cost for application intake, plan review and inspection activities	Building Permission & Information	Full Cost Recovery	Per Sq. M	\$0.37	\$0.00	\$0.00	\$0.37	\$0.37	\$0.37
Stand Alone Mechanical work - All other Group F Occupancies - Application intake, plan review and inspection activities	Building Permission & Information	Full Cost Recovery	Per Sq. M	\$0.99	\$0.00	\$0.00	\$0.99	\$0.99	\$0.99
HVAC alterations (Unit Heater, Make-up Air Unit, Exhaust Fan) and/or Ductwork Alterations - Application intake, plan review and inspection activities	Building Permission & Information	Full Cost Recovery	Flat Fee	\$198.59	\$0.00	\$0.00	\$198.59	\$198.59	\$198.59

## Appendix 7a

### User Fees Adjusted for Inflation and Other

Rate Description	Service	Fee Category	Fee Basis	2017	2018			2019	2020
				Approved Rate	Inflationary Adjusted Rate	Other Adj.	Budget Rate	Plan Rate	Plan Rate
HVAC alterations (Boiler/Furnace, or Air Conditioning Unit) - Application intake, plan review and inspection activities	Building Permission & Information	Full Cost Recovery	Flat Fee	\$357.45	\$0.00	\$0.00	\$357.45	\$357.45	\$357.45
Special ventilation systems - Application intake, plan review and inspection activities	Building Permission & Information	Full Cost Recovery	Flat Fee	\$428.95	\$0.00	\$0.00	\$428.95	\$428.95	\$428.95
Fixtures, equipment, roof drain etc. for SFD - Application intake, plan review and inspection activities	Building Permission & Information	Full Cost Recovery	Each Fixture, Equipment, Roof Drain	\$21.45	\$0.00	\$0.00	\$21.45	\$21.45	\$21.45
Fixtures, equipment roof drain for all other buildings - Application intake, plan review and inspection activities	Building Permission & Information	Full Cost Recovery	Each Fixture, Equipment, Roof Drain	\$28.61	\$0.00	\$0.00	\$28.61	\$28.61	\$28.61
Piping, water services etc. - Application intake, plan review and inspection activities	Building Permission & Information	Full Cost Recovery	Each	\$198.59	\$0.00	\$0.00	\$198.59	\$198.59	\$198.59
Buried plumbing, drainage piping - Application intake, plan review and inspection activities	Building Permission & Information	Full Cost Recovery	Each	\$198.59	\$0.00	\$0.00	\$198.59	\$198.59	\$198.59
Inside sanitary and storm piping - Application intake, plan review and inspection activities	Building Permission & Information	Full Cost Recovery	Per Linear Metre	\$2.42	\$0.00	\$0.00	\$2.42	\$2.42	\$2.42
Sanitary and storm piping - Application intake, plan review and inspection activities	Building Permission & Information	Full Cost Recovery	Per Sq. M	\$2.42	\$0.00	\$0.00	\$2.42	\$2.42	\$2.42
Manholes, catch basins, backwater valves etc. - Application intake, plan review and inspection activities	Building Permission & Information	Full Cost Recovery	Each	\$35.75	\$0.00	\$0.00	\$35.75	\$35.75	\$35.75
Backflow prevention devices - Application intake, plan review and inspection activities	Building Permission & Information	Full Cost Recovery	Each	\$85.79	\$0.00	\$0.00	\$85.79	\$85.79	\$85.79

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## User Fees Adjusted for Inflation and Other

Rate Description	Service	Fee Category	Fee Basis	2017	2018			2019	2020
				Approved Rate	Inflationary Adjusted Rate	Other Adj.	Budget Rate	Plan Rate	Plan Rate
Holding tanks - Application intake, plan review and inspection activities	Building Permission & Information	Full Cost Recovery	Each	\$357.45	\$0.00	\$0.00	\$357.45	\$357.45	\$357.45
Septic tanks - Application intake, plan review and inspection activities	Building Permission & Information	Full Cost Recovery	Each	\$714.92	\$0.00	\$0.00	\$714.92	\$714.92	\$714.92
Carry out the intake, review, evaluation and administration of Alternative Solution Submissions as defined in the Building Code	Building Permission & Information	Full Cost Recovery	Per Submission	\$2,189.64	\$0.00	\$0.00	\$2,189.64	\$2,189.64	\$2,189.64
Minimum fee for examination and inspection activities for authority to occupy prior to completion	Building Permission & Information	Full Cost Recovery	Per Application - Minimum Fee plus \$85.79 per hour for examination and inspection activities beyond 5 hours	\$428.95	\$0.00	\$0.00	\$428.95	\$428.95	\$428.95
Hourly rate for examination and inspection activities beyond 5 hours	Building Permission & Information	Full Cost Recovery	Per Hour	\$85.79	\$0.00	\$0.00	\$85.79	\$85.79	\$85.79
The application intake, and plan review activities for revision to a permit not issued	Building Permission & Information	Full Cost Recovery	Per Revision Per Hour	\$85.79	\$0.00	\$0.00	\$85.79	\$85.79	\$85.79
Construction w/o building permit – If construction begins prior to the issuance of a building permit	Building Permission & Information	Full Cost Recovery	Per Permit Phase - 50% of the estimated permit fees for that phase	\$198.59	\$0.00	\$0.00	\$198.59	\$198.59	\$198.59
Construction w/o building permit – Construction projects with permit application for each stage of construction	Building Permission & Information	Full Cost Recovery	Per Project - 50% of the estimated permit fees	\$27,234.64	\$0.00	\$0.00	\$27,234.64	\$27,234.64	\$27,234.64
Conditional permit fee under Section 8(3) of the Building Code Act for application intake, plan review, and inspection activities	Building Permission & Information	Full Cost Recovery	Per Permit - An Additional 10% of the permit fee for the entire project	\$285.97	\$0.00	\$0.00	\$285.97	\$285.97	\$285.97

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### User Fees Adjusted for Inflation and Other

Rate Description	Service	Fee Category	Fee Basis	2017	2018			2019	2020
				Approved Rate	Inflationary Adjusted Rate	Other Adj.	Budget Rate	Plan Rate	Plan Rate
Part permit fee for application intake, plan review, and inspection activities	Building Permission & Information	Full Cost Recovery	Each Part Permit	\$285.96	\$0.00	\$0.00	\$285.96	\$285.96	\$285.96
Permission to defer revocation - For administration, and inspection activities	Building Permission & Information	Full Cost Recovery	Per Hour	\$198.59	\$0.00	\$0.00	\$198.59	\$198.59	\$198.59
Permit for change of use for application intake, plan review, and inspection activities	Building Permission & Information	Full Cost Recovery	Per Hour	\$85.79	\$0.00	\$0.00	\$85.79	\$85.79	\$85.79
Revise and issue permit for application intake, plan review, and inspection activities	Building Permission & Information	Full Cost Recovery	Per Hour	\$85.79	\$0.00	\$0.00	\$85.79	\$85.79	\$85.79
Special inspection fee for inspection activities after hours/weekends	Building Permission & Information	Full Cost Recovery	Per Hour	\$85.79	\$0.00	\$0.00	\$85.79	\$85.79	\$85.79
Evaluate a building material, system or design including any costs require if third party review, testing, or evaluation as deemed necessary by the Chief Building Official	Building Permission & Information	Full Cost Recovery	Each Evaluation	\$5,474.10	\$0.00	\$0.00	\$5,474.10	\$5,474.10	\$5,474.10
Review permit for change in ownership	Building Permission & Information	Full Cost Recovery	Per Permit	\$198.59	\$0.00	\$0.00	\$198.59	\$198.59	\$198.59
Work with prescribed construction value - Application, plan review, and inspection activities	Building Permission & Information	Full Cost Recovery	Per \$1000 of prescribed construction value	\$20.02	\$0.00	\$0.00	\$20.02	\$20.02	\$20.02
Work without prescribed construction value - Application fee, plan review, and inspection activities	Building Permission & Information	Full Cost Recovery	Per Hour	\$85.79	\$0.00	\$0.00	\$85.79	\$85.79	\$85.79
MGO assessment report, remediation plan review and clerical administration costs of Toronto Public Health	Building Permission & Information	Full Cost Recovery	Per Report	\$821.12	\$0.00	\$0.00	\$821.12	\$821.12	\$821.12
MGO Enforcement, Inspection	Building Compliance	Full Cost Recovery	Per Property	\$698.13	\$0.00	\$0.00	\$698.13	\$698.13	\$698.13

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### User Fees Adjusted for Inflation and Other

Rate Description	Service	Fee Category	Fee Basis	2017	2018			2019	2020
				Approved Rate	Inflationary Adjusted Rate	Other Adj.	Budget Rate	Plan Rate	Plan Rate
MGO - Court/Tribunal Attendance Fee	Building Compliance	Full Cost Recovery	Per Property	\$698.13	\$0.00	\$0.00	\$698.13	\$698.13	\$698.13
Routine compliance search fee for a Property Information Report - to process the application, and carry out the review	Building Permission & Information	Full Cost Recovery	Per Request	\$198.59	\$0.00	\$0.00	\$198.59	\$198.59	\$198.59
Routine Disclosure - Retrieve, copy and record plans, files, drawings or any other record on file with Toronto Building to the public requesting this information	Building Permission & Information	Full Cost Recovery	For each plan, file, drawing or record	\$71.17	\$0.00	\$0.00	\$71.17	\$71.17	\$71.17
Sign - Roof signs - application intake, plan review, and inspection activities	Building Permission & Information	Full Cost Recovery	Per Sq. M	\$40.95	\$0.86	\$0.00	\$41.81	\$41.81	\$41.81
Sign - Topiary signs - application intake, plan review, and inspection activities	Building Permission & Information	Full Cost Recovery	Per Sign	\$302.93	\$6.36	\$0.00	\$309.29	\$309.29	\$309.29
Sign - Signs other than roof signs and topiary signs - application intake, plan review, and inspection activities	Building Permission & Information	Full Cost Recovery	Per Sign	\$34.15	\$0.72	\$0.00	\$34.87	\$34.87	\$34.87
Sign - Plan revisions; alterations/relocation of existing signs on same property, and permit renewals	Building Permission & Information	Full Cost Recovery	Per Application	\$238.94	\$5.02	\$0.00	\$243.96	\$243.96	\$243.96
Sign - To cover the costs of application intake and review, and to perform any administration associated with the transfer of a sign or sign structure from one sign owner to another	Building Permission & Information	Full Cost Recovery	Per Sign Permit	\$198.59	\$4.17	\$0.00	\$202.76	\$202.76	\$202.76

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### User Fees Adjusted for Inflation and Other

Rate Description	Service	Fee Category	Fee Basis	2017	2018			2019	2020
				Approved Rate	Inflationary Adjusted Rate	Other Adj.	Budget Rate	Plan Rate	Plan Rate
Sign - To intake and review, or inspect any sign permits for which additional information has been submitted after the initial intake, review or inspection activities	Building Permission & Information	Full Cost Recovery	Per Hour	\$85.79	\$1.80	\$0.00	\$87.59	\$87.59	\$87.59
Sign - To perform additional inspection and enforcement activities, the generation of notices and any associated administration required where a sign or sign face has been erected prior to the issuance of a sign permit	Building Permission & Information	Full Cost Recovery	Per Sign Face	\$872.67	\$18.33	\$0.00	\$891.00	\$891.00	\$891.00
Sign - To perform the intake, review, and inspection of a third party sign permit for a sign other than a topiary sign, subject to a five year renewal, that is being renewed	Building Permission & Information	Full Cost Recovery	Per Sign	\$20.51	\$0.43	\$0.00	\$20.94	\$20.94	\$20.94
Sign - To perform the intake, review, and inspection of a third party sign permit for a topiary sign, subject to a five year renewal, that is being renewed	Building Permission & Information	Full Cost Recovery	Per Sign	\$143.46	\$3.01	\$0.00	\$146.47	\$146.47	\$146.47
Sign - Application for a variance to Chapter 694 with respect to a First-Party sign	Building Permission & Information	Full Cost Recovery	Per Application	\$777.95	\$16.34	\$0.00	\$794.29	\$794.29	\$794.29
Sign - Application intake, processing, report writing and associated administrative work	Building Permission & Information	Full Cost Recovery	Per Application	\$1,745.33	\$36.65	\$0.00	\$1,781.98	\$1,781.98	\$1,781.98
Sign - Application intake, review and report generation for an appeal of the decision of the Chief Building Official to the Sign Variance Committee	Building Permission & Information	Full Cost Recovery	Per Application	\$698.12	\$14.66	\$0.00	\$712.78	\$712.78	\$712.78

## Appendix 7a

## User Fees Adjusted for Inflation and Other

Rate Description	Service	Fee Category	Fee Basis	2017	2018			2019	2020
				Approved Rate	Inflationary Adjusted Rate	Other Adj.	Budget Rate	Plan Rate	Plan Rate
Sign - To perform additional inspections, preparation of notices, and other enforcement activities related to signs and sign structures being erected or displayed prior to the application and approval of a sign variance	Building Permission & Information	Full Cost Recovery	Per Sign Face	\$872.67	\$18.33	\$0.00	\$891.00	\$891.00	\$891.00
Sign - Application intake and review, consultation and report preparation, site visits and associated administration	Building Permission & Information	Full Cost Recovery	Per Application	\$2,908.86	\$61.09	\$0.00	\$2,969.95	\$2,969.95	\$2,969.95
Sign- To perform additional inspections, generation of notices and any associated administration and enforcement activities for a sign or sign structure prior to the application and approval of a site specific sign by-law amendment or signage master plan	Building Permission & Information	Full Cost Recovery	Per Sign Face	\$872.67	\$18.33	\$0.00	\$891.00	\$891.00	\$891.00
Subscription for building permit activity report	Building Permission & Information	Full Cost Recovery	Per Month	\$21.74	\$0.00	\$0.00	\$21.74	\$21.74	\$21.74
Tele permit, Inspection Status Report Fee	Building Permission & Information	Full Cost Recovery	Per Report	\$27.20	\$0.00	\$0.00	\$27.20	\$27.20	\$27.20
Inspection Status Report Fee	Building Permission & Information	Full Cost Recovery	Per Report	\$85.48	\$0.00	\$0.00	\$85.48	\$85.48	\$85.48
Printing/Scanning and Copying Fee	Building Permission & Information	Full Cost Recovery	Per Sheet	\$0.54	\$0.00	\$0.00	\$0.54	\$0.54	\$0.54
Review fee for first party identification sign	Building Permission & Information	Full Cost Recovery	First Two Signs on the property \$82.11 each, \$27.37 for each additional sign to a maximum of \$164.22	\$82.11	\$1.72	\$0.00	\$83.83	\$83.83	\$83.83

## Appendix 7a

### User Fees Adjusted for Inflation and Other

Rate Description	Service	Fee Category	Fee Basis	2017	2018			2019	2020
				Approved Rate	Inflationary Adjusted Rate	Other Adj.	Budget Rate	Plan Rate	Plan Rate
Review fee for third-party advertising sign.	Building Permission & Information	Full Cost Recovery	Per Sign, to a maximum of \$246.35	\$82.11	\$1.72	\$0.00	\$83.83	\$83.83	\$83.83
Preliminary review fee for accessory residential buildings and structures, e.g. garages, porches, balconies, and additions less than 10 sq. m	Building Permission & Information	Full Cost Recovery	Per Project	\$82.11	\$0.00	\$0.00	\$82.11	\$82.11	\$82.11
Review fee for proposed new houses (single and semi-detached) against applicable laws	Building Permission & Information	Full Cost Recovery	Per Project	\$198.59	\$0.00	\$0.00	\$198.59	\$198.59	\$198.59
Preliminary review fee for new buildings, additions and conversions where the construction cost is less than \$1 million, other than houses	Building Permission & Information	Full Cost Recovery	Per Project	\$273.71	\$0.00	\$0.00	\$273.71	\$273.71	\$273.71
Preliminary review fee for new buildings, additions and conversions where the construction cost is \$1 million or more, other than houses	Building Permission & Information	Full Cost Recovery	Per Project	\$547.40	\$0.00	\$0.00	\$547.40	\$547.40	\$547.40
Preliminary review fee with respect to business license applications	Building Permission & Information	Full Cost Recovery	Per Application	\$229.91	\$0.00	\$0.00	\$229.91	\$229.91	\$229.91
Review fee for all other proposals not described	Building Permission & Information	Full Cost Recovery	Per Project	\$198.59	\$0.00	\$0.00	\$198.59	\$198.59	\$198.59
Unsafe Order Clearance Fee	Building Permission & Information	Full Cost Recovery	Property	\$1,602.76	\$0.00	\$0.00	\$1,602.76	\$1,602.76	\$1,602.76